



## *King County Record Series by Office*

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AACN	Affirmative Action Contract Compliance				
S88-164-5	S88-164-5	? Missing from schedule book			
S88-164-1	S88-164-1	Construction Contract Compliance Records	6 years		Open
S88-164-3	S88-164-3	Contract Compliance Database	6 years		Open
S88-164-2	S88-164-2	Contract Compliance Reviews	3 years		Review Required
S88-164-7	S88-164-7	Physical & Program Accessi- bility Reports	3 years		Open

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S88-164-4	S88-164-4	Records of Contract	6 years		Open
S88-164-6	S88-164-6	Union referrals (nondiscrimination statements)	2 years		Open

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AAEE	Affirmative Action EEO/Fair Employment				
S88-165-19	S88-165-19	504 (Handicapped) Accommodation Requests	3 years after final action on request		Review Required
S88-165-18	S88-165-18	504 (Handicapped) Self- Assessment Form	6 years after contract CLOSED		Open
S88-165-1	S88-165-1	Affirmative Action Advisory Committee Minutes/Agendas	5 years	Archival	Open
S88-165-2	S88-165-2	Affirmative Action Advisory Committee Nominations and Appointments	5 years	Archival	Open
S88-165-10	S88-165-10	Affirmative Action Annual Rpt	10 years		Open

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S88-165-3	S88-165-3	Affirmative Action Plan	PERMANENT	Archival (1 copy)	Open
S88-165-16	S88-165-16	Affirmative Action Quarterly Audit Report	3 years		Open
S88-165-4	S88-165-4	Availability Analysis	5 years	Archival	Open
S88-165-5	S88-165-5	Conciliation Agreements	6 years after final resolution		Open
S88-165-17	S88-165-17	Disability Verification	2 years after decision remains unchallenged by applicant or dept		Review Required
S88-165-13	S88-165-13	EEO Complaints	10 years after resolution	Supersedes S83-090.4	Review Required

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S88-165-8	S88-165-8	EEO Quarterly Report	10 years	Supersedes S83-090.3	Open
S88-165-9	S88-165-9	EEO-4 Annual Federal Reports	10 years		Open
S88-165-7	S88-165-7	Examination Summary Data	1 year		Review Required
S88-165-14	S88-165-14	Fair Employment Complaints	10 years after resolution	See OCRE	Review Required
S88-165-11	S88-165-11	Handicapped Quarterly Reports	10 years		Open
S88-165-6	S88-165-6	Proof of Ethnic Identification	3 years after completion of investigation		Review Required

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S88-165-12	S88-165-12	Selective Certification	5 years		Review Required
S88-165-15	S88-165-15	Work Force Analysis Monthly Report	10 years		Open

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AAWM	Affirmative Action Fair Housing Program WMBE				
S88-167-3	S88-167-3	Contract Monitoring Database	6 years after notice of compliance signed by MWB	Supersedes S83-90	
S88-166-1	S88-166-1	Fair Housing Investigation Records	7 years	SUPERSEDES S83-090.1; SEE OCRE	Review Required
S88-166-4	S88-166-4	Fair Housing Statistical Reports	3 years	SEE OCRE	Open
S88-166-2	S88-166-2	Fair Housing Type I Grant Files	3 years	SUPERSEDES S83-090.2; SEE OCRE	Open
S88-166-3	S88-166-3	Fair Housing Type II Grant Files	3 years	SUPERSEDES S83-090.2; SEE OCRE	Open

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S88-166-5	S88-166-5	HUD Fair Housing Reports	6 years	SEE OCRE	Open
S88-167-4	S88-167-4	MWB Certification Files	2 years; SEE NOTES	Supersedes S83-90; Function transferred to State i	Open
S88-167-2	S88-167-2	MWB Contract Monitoring	6 years	Supersedes S83-90	Review Required
S88-167-1	S88-167-1	Quarterly Reports	10 years	Supersedes S83-90	Open



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ASAC	Assessments Accounting				
S88-073-42	S88-073-42	Annexation File Control Log	Permanent	Archival	Open
S88-073-18	S88-073-18	Annexation Files	P (permanent?)	Archival	Open
S88-073-46	S88-073-46	Annual Reports	5 years	Archival (1)	Open
S88-073-49	S88-073-49	Assessors Maps	C (current?)	Archival	Open
S88-073-66	S88-073-66	Batch Control Totals	3 months		Open
S88-073-72	S88-073-72	Batch Logs	1 year		Open

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S88-073-47	S88-073-47	Board Orders	6 years		Open
S88-073-12	S88-073-12	Bond Fund Analysis	5 years		Open
S88-073-27	S88-073-27	Certification Reports	15 years		Open
S88-073-45	S88-073-45	Change Order Batches  Input document used to charge assessment roll.	6 years	ARCHIVAL (1)	Open
S88-073-67	S88-073-67	Change Order Log  Record of change orders written by sub-area. Contains folio and parcel number, land and improvement valuation documentation.	1 year		Open

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S88-073-44	S88-073-44	Condominium and Plat input and Output	1 year		Open
S88-073-43	S88-073-43	Condominium/Plat Wkg Files	6 years		Open
S88-073-20	S88-073-20	Coop Claims for Exemptions	6 years after termina- tion of exempton	Review Req. Delete Income Info	Open
S88-073-64	S88-073-64	Daily Status Reports	3 months		Open
S88-073-65	S88-073-65	Daily Value Change Register	1 year		Open
S88-073-36	S88-073-36	Dept of Rev State Public Service Listing	4 years		Open

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S88-073-25	S88-073-25	Dept Rev Exemption Notif.	6 years after termination of exemption or deferral		Open
S88-073-26	S88-073-26	Destroyed Property Exemptions	6 years		Open
S88-073-04	S88-073-04	Drainage District Assessment	6 years		Open
S88-073-73	S88-073-73	Exemption Parcel Log	2 years		Open
S88-073-61	S88-073-61	Factoring Change Register	1 year		Open
S88-073-70	S88-073-70	Factoring Log	5 years		Open

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S88-073-68	S88-073-68	Folio Cross Reference Index (see also S88-073.59)			Open
S88-073-59	S88-073-59	Folios	Permanent	Review Required Delete Income	Open
S88-073-05	S88-073-05	Forest Fire Protection Assess.	6 years		Open
S88-073-32	S88-073-32	Historic Properties Special Val.	18 years		Open
S88-073-24	S88-073-24	Home Improvm. Exemp Claims	6 years		Open
S88-073-69	S88-073-69	Home Improvm. Exemp List	4 years	Hard Copy & Microfiche	Open

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S88-073-57	S88-073-57	King County Map	C (current?)	Archival	Open
S88-073-60	S88-073-60	Land Change Reports	2 years		Open
S88-073-53	S88-073-53	Land Maps	C (current?)		Open
S88-073-55	S88-073-55	Levy Code & Annex. Maps	C (current?)	Archival	Open
S88-073-15	S88-073-15	Levy Code Books	5 years	Archival	Open
S88-073-34	S88-073-34	Levy Code Changes	6 years		Open
S88-073-35	S88-073-35	Levy Code Maps	C (current?)	Archival	Open

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S88-073-28	S88-073-28	Levy Rate Working Files	5 years		Open
S88-073-56	S88-073-56	Map Indexes	C (current?)	Archival	Open
S88-073-39	S88-073-39	Microfiche Indexes	C (current?)	Archival (1)	Open
S88-073-09	S88-073-09	Minor Lot Line Adjustments	P (permanent?)	Archival	Open
S88-073-71	S88-073-71	Overlay & Direct Post Log	1 year		Open
S88-073-50	S88-073-50	Overlay Maps	C (current?)	Archival	Open
S88-073-62	S88-073-62	Parcel Count by Sub-area Rpt	C (current?)		Open

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S88-073-22	S88-073-22	Physician Deferrals/Disabled	6 years after termination of exemption or deferral		CLOSED
S88-073-41	S88-073-41	Plat Index Conversion	5 years		Open
S88-073-30	S88-073-30	Plat Index Reports	6 months		Open
S88-073-54	S88-073-54	Plat Maps	C (current?)	Arch. Review	Open
S88-073-63	S88-073-63	Quarter Section Maps	C (current?)		Open
S88-073-08	S88-073-08	Railroad Files	C (current?)	Archival	Open



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S88-073-38	S88-073-38	Real Property Records (Fiche)	C (current?)	Archival (1)	Open
S88-073-58	S88-073-58	Reference Maps	C (current?)	Archival	Open
S88-073-31	S88-073-31	Refund Petitions	6 years		Open
S88-073-29	S88-073-29	Revalue Runs	2 years		Open
S88-073-11	S88-073-11	Segregation-Merger Log  Printouts used to monitor current segregations - mergers requests and to obtain change orders once segregations - mergers changes are complete.	2 years	ARCHIVAL	Open

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S88-073-06	S88-073-06	Segregation-Merger Orders  Document changes in tax status, levy code, or special assessment as a result of segregation or merger of parcels. Use to update assessor's maps.	6 years	ARCHIVAL	Open
S88-073-21	S88-073-21	Sen. Cit./Disabled Exem Voids	6 years after termination of exemption or deferral	Review Req. Delete Income Info	Open
S88-073-23	S88-073-23	Sen. Cit./Disabled Tax Deferral	6 years	Review Req. Delete Income Info	Open
S88-073-19	S88-073-19	Senior Citizen/Disabled Exempt	6 years	Review Req. Delete Income Info	Open
S88-073-07	S88-073-07	Short Plats	C (current?)	Archival	Open

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S88-073-14	S88-073-14	Special Calculations	5 years		Open
S88-073-74	S88-073-74	Staging Records	2 years		Open
S88-073-48	S88-073-48	State Dockets	6 years		Open
S88-073-10	S88-073-10	State Public Service Orders	C (current?)	Archival	Open
S88-073-37	S88-073-37	State Public Service Working Files	After Audit		Open
S88-073-17	S88-073-17	State Reports	2 years		Open

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S88-073-51	S88-073-51	Survey File	C (current?)	Archival	Open
S88-073-13	S88-073-13	Tax & Levy Certificate	P (permanent?)		Open
S88-073-40	S88-073-40	Tax Roll Microfiche	C (current?)	Archival	Open
S88-073-16	S88-073-16	Time and Production Reports	1 year		Open
S88-073-52	S88-073-52	Unrecorded Plats	C (current?)	Archival	Open

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S88-073-33	S88-073-33	Valuation Change Orders  Documentation for change of valuation on taxable property used to revise assessment roll.	6 years	OTHER COPIES IN FINANCE	Open

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ASAD	Assessments Administration				
S88-073-02	S88-073-02	Assessment Litigation Files	6 years	Archival	CLOSED
S88-073-03	S88-073-03	Assessments Mileage Sheets	6 years		Open
S88-073-01	S88-073-01	Tax Assessment Issue Files	6 years	Archival	Open

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ASAP	Assessments Appeals/Appraisal				
S88-073-75	S88-073-75	Appeals Case Files	6 years	Review Required Delete Income Info	Open
S88-073-83	S88-073-83	Appeals Litigation Files	1 year* see notes	Archival; after litigation is CLOSED court may clo	CLOSED
S88-073-79	S88-073-79	Appraisers Working Files	4 years*	DO NOT DESTROY information supporting appeals or l	Open
S88-073-80	S88-073-80	Commercial and Residential Appraisal Manual	8 years	Archival	Open
S88-073-77	S88-073-77	Commercial Area Valuation Maps	4 years		Open

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S88-073-82	S88-073-82	Commercial Sales Verif. Report	C (current?)		Open
S88-073-81	S88-073-81	Excise Tax Microfiche	10 years		Open
S88-073-78	S88-073-78	Folio Control Logs (see also Items .59 & .68)	2 years		Open
S88-073-76	S88-073-76	Residential Area/Subarea Valuation Maps	4 years		Open



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ASAT	Assessments Appraisals/Timberlands				
S88-073-89	S88-073-89	Aerial Photos	C (current?)	Archival	Open
S88-073-86	S88-073-86	Forest Land Grading Maps	C (current?)	Archival	Open
S88-073-88	S88-073-88	Forest Land Taxation Applic.	6 years	Arch. Review Delete Income Info	Open
S88-073-84	S88-073-84	Open Space Applications and Taxation Agreements	6 years	Arch. Review Delete Income Info	Open
S88-073-85	S88-073-85	Open Space Valuation Records	C (current?)	Archival selected files	Open
S88-073-92	S88-073-92	Standing Timber Inventory	Permanent	Archival; obsolete series	Open

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S88-073-91	S88-073-91	Timber Inventory and Appraisal Summary	C (current?)	Archival	Open
S88-073-90	S88-073-90	Timberland (Value Summary)	C (current?)	Archival	Open
S88-073-87	S88-073-87	Topography Maps	C (current?)	Archival	Open

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ASPI	Assessments Public Information				
S88-073-124	S88-073-124	Assessment Review	10 years		Open
S88-073-127	S88-073-127	Assessment Review Cumulative Status Reports (outstanding & completed)	While Current		Open
S88-073-125	S88-073-125	Assessment Review Log	6 years		Open
S88-073-128	S88-073-128	Interview Log	1 year after last entry		Open
S88-073-126	S88-073-126	Letter Logs	1 year after last entry		Open

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ASPP	Assessments Personal Property				
S88-073-96	S88-073-96	CAFL Account Records	6 years		Open
S88-073-106	S88-073-106	Change Registers	1 year		Open
S88-073-107	S88-073-107	Cost File Update Registers	1 year		Open
S88-073-105	S88-073-105	Foreign Corporation Report	While Current		Open
S88-073-100	S88-073-100	Leased Equipment Personal Property Files	7 years		Open
S88-073-97	S88-073-97	Leasehold Estate Account Information	10 years		Open

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S88-073-101	S88-073-101	Mobile Homes Files	6 years		Open
S88-073-103	S88-073-103	Out of Business Files	6 years		Open
S88-073-93	S88-073-93	Personal Property Appeals Case Files	6 years	Arch. Review Delete Income Info	Open
S88-073-95	S88-073-95	Personal Property Audit Files	6 years		Open
S88-073-99	S88-073-99	Personal Property Files	6 years	Review Required; Delete Income Info	Open
S88-073-102	S88-073-102	Personal Property Home Office Files	7 years		Open

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S88-073-104	S88-073-104	Personal Property Master List (microfiche)	While Current		Open
S88-073-98	S88-073-98	Personal Property Specialized Service Files	6 years		Open
S88-073-94	S88-073-94	State Public Service Order	6 years		Open

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ASPR	Assessments Program Planning				
S88-073-109	S88-073-109	Area Files	While Current	Archival	Open
S88-073-120	S88-073-120	Commercial/Industrial Building File Extract	While Current	Magnetic Media	Open
S88-073-121	S88-073-121	Commercial/Industrial Condo File Extract	While Current	Magnetic Media	Open
S88-073-119	S88-073-119	Commercial/Industrial Land File Extract	While Current	Magnetic Media	Open
S88-073-111	S88-073-111	Comparable Sales (microfiche)	While Current		Open

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S88-073-112	S88-073-112	Condominium Report (microfiche)	While Current		Open
S88-073-113	S88-073-113	Microfiche Plat Index	While Current	Potentially Archival	Open
S88-073-108	S88-073-108	Neighborhood Profiles	While Current	Archival	Open
S88-073-123	S88-073-123	Real Property Master File Extract	While Current	Magnetic Media	Open
S88-073-116	S88-073-116	Residential Accessory Improvement File Extract	While Current	Magnetic Media	Open
S88-073-118	S88-073-118	Residential Building File Extract	While Current	Magnetic Media	Open



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S88-073-117	S88-073-117	Residential Land File Extact	While Current	Magnetic Media	Open
S88-073-110	S88-073-110	Revalue Ratio Analysis	2 years	Archival	Open
S88-073-122	S88-073-122	Sales File Extract	While Current	Magnetic Media	Open
S88-073-114	S88-073-114	Sales History Microfiche	PERMANENT	Archival	Open
S88-073-115	S88-073-115	Value History Microfiche	PERMANENT	Archival	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
CCAUI	Auditor Internal Audit				
S84-173-1	S84-173-1	Audit and special studies working papers	SEE NOTES	Selected files potentially archival; superseded by	
S86-191-3	S86-191-3	Audit Reports Final (includes Auditees responses)	6 years	Potentially archival; review required.	
S86-191-2	S86-191-2	Audits surveys special studies working papers	5 years; SEE NOTES	Archival review; this items superseded by State Ge	
S84-173-2	S84-173-2	General Office Files	SEE NOTES	Superseded by State Gen Schedule July 2001.	
S86-191-1	S86-191-1	General Office Files	1 year; SEE NOTES	Superseded by Gen Schedule July 2001; see Administ	

## ***King County Record Series by Office***

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CCBE	Council Board of Appeals/Equalization
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S86-70-7	S86-70-7	Appeals Case Files	6 years		
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S86-70-1	S86-70-1	Equalization Case Files	6 years		
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S86-70-2	S86-70-2	Equalization Hearings Summary	1 year		
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S86-70-3	S86-70-3	Log Petitions (Appeals & Equalization)	6 years		
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S86-70-4	S86-70-4	Petitions - Invalidated/Unlogged	1 year		
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## ***King County Record Series by Office***

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S86-70-5	S86-70-5	State Board Decision	3 years		
S89-99-1	S89-99-1	Tape Recordings of Appeals and Equalization hearings	3 years	Supersedes S86-070.06	
S86-70-6	S86-70-6	Tapes - Hearings Appeals & Equalization	SEE NOTES	Superseded by S89-99.1	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
<hr/>					
CCOM	KCC Ombudsman-Citizen's Complaints, Tax Advisor				
S94-102-02	S94-102-02	Complaint Master Control Log  A chronological log of complaints taken, used for cross reference. Includes complaint/control number, date of complaint, means by which complaint was made (by phone, letter or in person), agency name, person taking complaint, and staff assigned to complaint.	Permanent		Public Disclosure: Review Required

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S94-102-05	S94-102-05	<p>Ethics Complaints Files</p> <p>Complaint files initiated in response to a written ethics complaint alleging Code of Ethics violation by an employee. Includes ethics complaint, documentary material used in the investigation, and the final report, "Ombudsman Findings, Conclusion Order." Also know as the "Finding of Fact," or the "Order of the Ombudsman." If final report indicates a violation occurred, employee may request an appeal hearing before the Board of Ethics.</p>	6 years	ARCHIVAL	Public Disclosure: Open - Final Report Review Required for Ethics Complaint File
S94-102-04	S94-102-04	<p>Information Referral Requests</p> <p>Complaints/requests for information which did not develop into Ombudsman Complaint Files. (60% of complaints/requests do not become Complaint Files.) Includes complaint inquiry worksheet, investigative documentation and referrals.</p>	5 years		Public Disclosure: Review Required

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S94-102-01	S94-102-01	<p>Ombudsman Complaint Files</p> <p>Complaint files developed as a result of administrative or procedural complaints by an employee or member of the public against an administrative act or agency. Includes complaint, documentary materials used in the investigation, and the "Summary," the official report of the conclusions resulting from the investigation.</p>	5 years	ARCHIVAL	Public disclosure: Review Required
S94-102-03	S94-102-03	<p>Ombudsman Tri-Annual Reports</p> <p>Reports describing citizen concerns, complaints and responses by department. Organized by department and complaint number. Includes number of complaints per department, summary of complaints, and their status/disposition ("Open," "Resolved," "Unsupported" or "Unfounded.")</p>	6 years	ARCHIVAL (ONE COPY)	Public Disclosure: Open

## *King County Record Series by Office*

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CFAI	DCFM Airport				
S98-035-6	S98-035-6	Airport Activity Reports (monthly stats for airlines using KC airport)	Monthly Reports - 3 years; Yearly - PERMANENT	Archival (yearly reports); suggest 3 years for all	Open
S98-035-11	S98-035-11	Airport Billing Receipts	3 years		Open
S98-035-4	S98-035-4	Airport Building Project Files (non-grant)	Life of building + 6 years	Selected files potentially archival	Open
S98-035-5	S98-035-5	Airport Construction Project Files (non-grant)	6 years after completion of project	Selected files potentially archival	Open
S98-035-3	S98-035-3	Airport FAA Grant Files	10 years; SEE NOTES	Selected files potentially archival; for retention	Open



## *King County Record Series by Office*

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S98-035-14	S98-035-14	Airport Facility Maps and Drawings	Life of facility + 10 years; see GS50.18.6	Suggest microfilming or making reference copies.	Open
S98-035-7	S98-035-7	Airport Maintenance Work Orders	6 years		Open
S98-035-15	S98-035-15	Airport Soils Testing Reports	PERMANENT; suggest termination of ownership + 10 years	Suggest putting on microfilm with 5-year retention	Open
S98-035-13	S98-035-13	Airport Survey Books	PERMANENT; suggest termination of ownership + 10 years	Suggest putting on microfiche for reference use; t	Open
S98-035-9	S98-035-9	Fuel Flowage Logs	10 years (suggest 3 years)		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S98-035-2	S98-035-2	Historical Files KC Airport	10 years unless otherwise identified	Archival	Open
S98-035-8	S98-035-8	Incident Reports	6 years	Archival (yearly report only)	Open
S98-035-17	S98-035-17	Journal Entries (prior to ARMS system; series is now obsolete)	7 years		Open
S98-035-1	S98-035-1	Lease Files	10 years after termination of lease (see GS55-05A.7)	Archival	Open
S98-035-16	S98-035-16	Parking Lot Tickets and Reports	6 years; suggest 3 years		Open

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S98-035-10	S98-035-10	Tenant Billing and Ledger Cards	6 years		Open
S98-035-12	S98-035-12	Water Meter Logs	3 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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CFCS	DCFM Consultant Selection/Design Commission				
S95-122-3	S95-122-3	Consultant Selection Files/Design Commission	10 years		Review required
S95-122-1	S95-122-1	Design Commission Minutes	5 years	Archival; supersedes S84- 198.03	Open
S95-122-2	S95-122-2	Design Consultant Questionnaire	3 years or until superseded		Review Required
S95-122-4	S95-122-4	Unsuccessful Submittals of Qualifications	3 years		Open

## ***King County Record Series by Office***

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CFES	DCFM (formerly KC Facilities Management) Facility				
S84-198-24	S84-198-24	Access Logs	6 years		
S84-198-28	S84-198-28	Applications (requests for service)	2 years		
S84-198-16	S84-198-16	Assignment & Inventory	PERMANENT		
S84-198-17	S84-198-17	Certificates of Title/Bills of Sale	6 years after project expires		
S84-198-3	S84-198-3	Design Commission Minutes	Superseded by S95-122.01	Superseded by S95-122.01	
S84-198-25	S84-198-25	Emergency Plans/Drills	Until superseded	Selected files potentially archival	

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S84-198-26	S84-198-26	Energy Conservation	Until superseded	Selected files potentially archival	
S84-198-1	S84-198-1	Facilities Construction Files	6 years after project completed	Selected files potentially archival	?
S84-198-2	S84-198-2	Facilities Design	6 years after project completed	Selected files potentially archival	
S84-198-31	S84-198-31	Facility Use Logs/Schedules	2 years		
S84-198-5	S84-198-5	Guarantees and Warranties	Expiration + 6 years		
S84-198-6	S84-198-6	Inspection and Monitoring Plan	Until superseded		

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S84-198-23	S84-198-23	Jail/Work Release Access Logs	10 years		
S84-198-32	S84-198-32	Key Assignment Logs/Slips	Until superseded		
S84-198-33	S84-198-33	Keying Schedule	Until superseded		
S84-198-27	S84-198-27	Lost and Found Inventories	2 years		
S84-198-8	S84-198-8	Maintenance Complaints	1 year		
S84-198-9	S84-198-9	Maintenance Schedules	Until superseded		

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S84-198-10	S84-198-10	Man-Hour/Material Reports	6 years		
S84-198-7	S84-198-7	Manuals/Specifications	Life of facility or equipment + 6 years		
S84-198-11	S84-198-11	Official Work Orders	6 years		
S84-198-4	S84-198-4	Plans and Specifications for All County Facilities (includes as-built drawings)	Life of facility + 6 years	Archival	
S84-198-12	S84-198-12	Project Permits (granted to KC)	6 years after project exists (completed?)		
S84-198-21	S84-198-21	Reorder Controls	Until superseded		



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S84-198-30	S84-198-30	Signage (facilities approval)	Until superseded		
S84-198-29	S84-198-29	Space Design and Utilization	Until superseded		
S84-198-20	S84-198-20	Stores Inventory Listing	6 years after contract expires		
S84-198-22	S84-198-22	Stores Papers (Office Supply Records)	2 years or after audit		
S84-198-15	S84-198-15	Surplus Property Sales Files	6 years		
S84-198-14	S84-198-14	Test Inspection & Maintenance Reports	6 years after project exists (completed?)		

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S84-198-18	S84-198-18	Transfer Requests (equipment from one dept to another)	Until completion of State Auditors examination report		
S84-198-19	S84-198-19	Usage Reports/Logs	2 years		
S84-198-13	S84-198-13	Work Requests & Logs	6 years		

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CFFM	DCFM (formerly KC Facilities Management) Facilities				
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S86-194-1	S86-194-1	Courthouse Complex Accident Reports	6 years unless case pending		?
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## *King County Record Series by Office*

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CFRP	DCFM Real Property				
S84-087-23	S84-087-23		SUPERSEDED by S91-143.2		
S91-143-3	S91-143-3	Assessment Working Files	6 years		Open
S84-087-15	S84-087-15	Easements obtained for flood control	PERMANENT	Archival	
S91-143-1	S91-143-1	Farmland Acquisition Case Files	PERMANENT	Archival	?
S84-087-9	S84-087-9	Fee Simple Sales	PERMANENT; suggest completion of payment + 6 years		

## *King County Record Series by Office*

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S84-087-1	S84-087-1	Franchises granted by the KC	25 years after termination of franchise; suggest 6 years		
S84-087-13	S84-087-13	Lease and Rental Management Files	6 years after termination of lease		
S84-087-18	S84-087-18	Open Space Acquisition Case Files	PERMANENT		
S84-087-2	S84-087-2	Over-legal permits granted by KC	6 years after expiration		
S84-087-19	S84-087-19	Property Parcel Acquisition Case Files	PERMANENT; suggest termination of ownership + 6 years		

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S84-087-20	S84-087-20	Property Parcel Acquisitions Kroll Map Index	PERMANENT; suggest 6 years	Selected Files Potentially Archival	
S84-087-12	S84-087-12	Real Property Agreements	PERMANENT; suggest termination + 6 years		
S84-087-22	S84-087-22	Real Property Inventory Annual Reports	1 year		
S91-143-2	S91-143-2	Real Property Inventory Annual Reports	PERMANENT		
S84-087-21	S84-087-21	Real Property Inventory Monthly Reports	PERMANENT		
S84-087-11	S84-087-11	Real Property Permits	6 years after termination of permit		

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S84-087-16	S84-087-16	Right of Way Acquisition Case Files	PERMANENT		
S84-087-3	S84-087-3	Right of way construction permits granted by KC	75 years; suggest no more than 6 years		
S84-087-17	S84-087-17	Right of Way Kroll Map Index	PERMANENT	Selected Files Potentially Archival	
S84-087-4	S84-087-4	Road File Index	75 years; suggest last entry + 6 years		
S84-087-14	S84-087-14	Road Vacations	PERMANENT		
S84-087-5	S84-087-5	Special use permits grant by the County (renewable)	6 years after expiration		

## *King County Record Series by Office*

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S84-087-6	S84-087-6	Special use permits granted by the County (non-renewable)	Termination + 6 years		
S84-087-10	S84-087-10	Surplus Property Sales	PERMANENT; suggest completion of sale + 6 years		
S84-087-8	S84-087-8	Tax Title Card Files	PERMANENT; suggest sale + 6 years		
S84-087-7	S84-087-7	Tax Title Sales	PERMANENT; suggest 6 years		



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CHCE	DCHS Cooperative Extension Agency				
S84-065-2	S84-065-2	Cooperative Extension Education Materials	1 year	Selected files potentially Archival; superseded by	Open
S84-065-4	S84-065-4	Cooperative Extension Planning/Needs Assessment	1 year	Selected files potentially Archival	Open
S84-065-1	S84-065-1	Cooperative Extension Program Management Files	6 years	Selected files potentially Archival; superseded by	Open
S96-112-2	S96-112-2	WSU Cooperative Extension Agency Information Files	6 years	Archival; supersedes S84- 065.02	Open
S96-112-1	S96-112-1	WSU Cooperative Extension Agency Program Files	6 years	Archival; supersedes S84- 065.01	Open

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CHHS	DCHS Human Services				
S83-89-3	S83-89-3	Aging Special Project Files	2 years		Selected files potentially archival
S83-075-11	S83-075-11	Block Grant Bid Specifications	Successful - 6 years after contract fulfillment; Unsuccessful - After completion of State Auditors Examination Report		Formerly DDES
S83-075-12	S83-075-12	Block Grant Environmental Review Compliance Files	3 years after Annual Performance Report or when funding year is CLOSED out; may vary per HUD and grantor requirements.	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDES

## *King County Record Series by Office*

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S83-075-14	S83-075-14	Block Grant Technical Assistance Contract Files	3 years after Annual Performance Report or when funding year is CLOSED out; may vary per HUD and grantor requirements.	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDES
S83-89-2	S83-89-2	Citizen Advisory Council on Aging	2 years		Selected files potentially archival
S83-90-1	S83-90-1	Group Home Monitoring	5 years		Selected files potentially archival
S83-89-5	S83-89-5	Human Service Boards (developmental disabilities mental health)	3 years		Selected files potentially archival
S83-89-4	S83-89-4	Human Services Contract Agency Case Files	6 years		Selected files potentially archival

## ***King County Record Series by Office***

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S83-90-4	S83-90-4	Human Services Contract Files	6 years after contract termination		
S83-90-3	S83-90-3	Involuntary Treatment Case Files & Dockets Books	SUPERSEDED; SEE NOTES		Superseded by S85-128-1A 1B
S85-128-1B	S85-128-1B	Involuntary Treatment Case Files (legal records)	2 years then purge from file		
S85-128-1A	S85-128-1A	Involuntary Treatment Case Files (patient records)	PERMANENT		
S85-128-2	S85-128-2	Involuntary Treatment Docket Books	PERMANENT		
S83-90-2	S83-90-2	Mental Health Program Files	2 years		Selected files potentially archival

## *King County Record Series by Office*

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S83-075-13	S83-075-13	Miscellaneous Certification Compliance Files	3 years after Annual Performance Report or when funding year is CLOSED out; may vary per HUD and grantor requirements.	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDES
S83-89-1	S83-89-1	Seattle/King County Division on Aging Liaison Files	2 years		Selected files potentially archival

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CHHS,DDPL	DCHS Human Services, Formerly DDES Planning
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S83-075-07	S83-075-07	Affordable Monthly Deferred Payment Loan (AMPL) Files	6 years after payment		
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Loan and eligibility documents, appraisals, and loan settlements for this low-interest loan jointly funded by County funds and bank.

S83-075-10	S83-075-10	Block Grant Construction Compliance Files	6 years after Annual Performance Report or when funding year is CLOSED out; may vary per HUD and grantor requirements.	SELECTED FILES POTENTIALLY ARCHIVAL	
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Documents compliance with County ordinance requiring minorities and women in business to receive a percentage of construction contracts (if possible). Includes enforcement and compliance documentation.

## *King County Record Series by Office*

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S83-075-09	S83-075-09	Block Grant Technical Assistance Project Files  An extension to contract files these files document fiscal activities and program activities (wages paid correspondence, Record of Contract, fiscal documents for each project).	6 years after Annual Performance Report or when funding year is CLOSED out; may vary per HUD and grantor requirements.	SELECTED FILES POTENTIALLY ARCHIVAL	
S83-075-03	S83-075-03	Emergency Grant Files  Documents grants allotted for housing repair in emergency situations	3 years after Annual Performance Report or when funding year is CLOSED out; may vary per HUD and grantor requirements.	SELECTED FILES POTENTIALLY ARCHIVAL	
S83-075-08	S83-075-08	Housing Rehabilitation Loan 312 Files  Disbursement records for this HUD direct-funded loan program	6 years after payment		

## ***King County Record Series by Office***

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S83-075-01	S83-075-01	Housing Repair Program Files (Ineligible or Withdrawn Applications)	2 years		
S83-075-06	S83-075-06	Housing Repair Program Files  Homeowner block grant funded no interest, deferred loans including original and loan mortgage documents	6 years after payment		
S83-075-04	S83-075-04	Mobile Home Grant Files  Documents grants allotted for mobile home owners (who do not own property) in need of housing repair.	3 years after Annual Performance Report or when funding year is CLOSED out; may vary per HUD and grantor requirements.	SELECTED FILES POTENTIALLY ARCHIVAL	



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S83-075-02	S83-075-02	<p>Neighborhood Strategy Area (NSA) Files</p> <p>Documents the planning and implementing of the apartments program which is subsidized by HUD.</p>	3 years	SELECTED FILES POTENTIALLY ARCHIVAL; FINAL REPORTS	
S83-075-20	S83-075-20	<p>Planned Unit Development Developer Agreement Files</p> <p>Original agreement/compliance required between King County and all developers of low income housing</p>	6 years after contract completion	SELECTED FILES POTENTIALLY ARCHIVAL	
S83-075-05	S83-075-05	<p>Unfunded Block Grant Project Files</p> <p>Documents funding rejection review, application and correspondence and used as a reference for reapplication.</p>	2 years	SELECTED FILES POTENTIALLY ARCHIVAL	

## ***King County Record Series by Office***

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CHPD	DCHS (formerly Human Resources) Public Defense				
S83-158-3	S83-158-3	Assigned Counsel Files	3 years after current		CLOSED?
S83-158-2	S83-158-2	Association Case Assignments	6 years		CLOSED?
S83-158-5	S83-158-5	Attorney Complaint Files	3 years		Potentially Archival
S83-158-4	S83-158-4	Defender Agency CLOSED Case Reports	6 years		CLOSED
S83-158-1	S83-158-1	Master Client Index Quarterly	6 years		CLOSED?

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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CHVT	DCHS (formerly KC Veterans Aid & Veterans Employment)
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S73-108-3	S73-108-3	Cardex File (Active/Inactive)	7 years		?
S73-108-9	S73-108-9	Correspondence	5 years		?
S73-108-11	S73-108-11	Daily Log Recap of Applications (statistics)	2 years		?
S73-108-7	S73-108-7	Food Coupon Book Report	7 years		?
S73-108-8	S73-108-8	Food Stamp Book Summary (daily/monthly)	7 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S73-108-6	S73-108-6	Food Stamps Deposit Slips (NBofC)	7 years		?
S73-108-10	S73-108-10	General Office Memoranda	5 years		?
S73-108-14	S73-108-14	Initial Interview Cards	2 years		?
S73-108-13	S73-108-13	Job Files (referral confirmed)	2 years		?
S73-108-17	S73-108-17	Job Orders	2 years		?
S73-108-5	S73-108-5	Lists of Vouchers (names & establishment issued to)	7 years		?

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S73-108-15	S73-108-15	Monthly Progress Report	2 years		?
S73-108-12	S73-108-12	Referral Slip to Employer	2 years		?
S73-108-18	S73-108-18	Retention Schedule for Veterans Aid & Employment	7 years after superseded		?
S73-108-16	S73-108-16	Summary of Overall Accomplishments (data by month)	2 years		?
S73-108-1	S73-108-1	Veterans Aid Daily Index	7 years		?
S73-108-2	S73-108-2	Veterans Files	7 years		?

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S73-108-4	S73-108-4	Voucher Book	7 years		?

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
CHWP	DCHS Women's Program				
S89-208-7	S89-208-7	Contract Agencies Annual Summary Reports	6 years		Open
S89-208-3	S89-208-3	Domestic Violence Survey files	4 years	Archival	Open?
S89-208-2	S89-208-2	Womens Program Advisory Board - Minutes	2 years	Archival	Open
S89-208-1	S89-208-1	Womens Program Advisory Board Files	6 years	Archival	Open
S89-208-4	S89-208-4	Womens Program Annual Needs Assessment Survey	6 years	Archival	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-208-6	S89-208-6	Womens Program Annual Reports	6 years		Open
S91-121-1	S91-121-1	Womens Program Client Case Records (for domestic violence database)	3 years		CLOSED?
S89-208-5	S89-208-5	Womens Program Needs Assessment Annual Report	6 years		Open



## *King County Record Series by Office*

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CHWT	DCHS Work Training Program				
S91-131-10	S91-131-10	Audits (contracts for audits by Private Industry Council)			
S91-131-7	S91-131-7	Contract Files	6 years after closeout	Archival	
S91-131-1	S91-131-1	Counselor Files	6 years after closeout	Archival	CLOSED?
S91-131-3	S91-131-3	Counselor/Payroll Files	6 years after closeout	Archival	
S91-131-4	S91-131-4	Evaluations of Program	2 years	Archival	
S91-131-5	S91-131-5	MIS Reject Files (applicants not enrolled)	1 year		

## *King County Record Series by Office*

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S91-131-2	S91-131-2	Payroll Files - Participants (timesheets)	6 years after closeout		
S91-131-8	S91-131-8	Private Industry Council (PIC) Subcontractor Invoice Files	6 years		
S91-131-11	S91-131-11	Program Allocation Worksheets	6 years		Open
S91-131-9	S91-131-9	Temporary Extra Help Files	6 years (after term.)		
S91-131-6	S91-131-6	Work Site Files	6 years after closeout	Archival	

## ***King County Record Series by Office***

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CHYS	DCHS (formerly Human Resources) Youth Service Bureau				
S83-159-2	S83-159-2	Youth Service Bureau Annual Invoice Analyses	5 years	Potentially Archival	?
S83-159-1	S83-159-1	Youth Service Bureau Program Case Files	6 years after contract expiration	Potentially Archival	?

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CRAR	Cultural Resources (now Executive) Arts Commission				
S97-023-8	S97-023-8	Arts Commission Program Files	Completion + 6 years	Archival; review necessary; supersedes S86-192.03	Open
S97-023-1	S97-023-1	Cultural Resources Commission Meeting Minutes	PERMANENT	Archival; suggest transferring to Archives every 5	Open
S97-023-2	S97-023-2	Cultural Resources Commission Meetings Audio Tapes	20 years	Must arrange for environmentally controlled storage	Open
S97-023-7	S97-023-7	Distinct Initiatives Contracts	10 years; suggest termination of contract + 6 years	Archival	Open
S97-023-10	S97-023-10	Historic Resource Inventory Forms	PERMANENT	Archival; supersedes S83-075.16	Open

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S97-023-11	S97-023-11	Landmark and Heritage Commission Project Files	Completion + 6 years	Archival; supersedes S83- 075.17	Open
S97-023-6	S97-023-6	Landmark and Heritage Interlocal Agreements	10 years; suggest termination of contract + 6 years	Archival	Open
S97-023-3	S97-023-3	Landmark and Heritage/Arts Commission CX Contract Files	Termination of contract + 6 years	Archival	Open
S97-023-9	S97-023-9	Landmark Nomination Files	PERMANENT	Archival; supersedes S83- 075.15	Open
S97-023-4	S97-023-4	Landmarks and Heritage/Arts Commission Hotel/Motel Funded Contracts	10 years; suggest termination of contract + 6 years	Archival	Open

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S97-023-12	S97-023-12	Public Art - Project Files	Completion + 6 years	Archival	Open
S97-023-13	S97-023-13	Public Art Collection Records	Life of Artwork + 3 years; suggest + 6 years	Archival; life of artwork varies with each piece.	Open
S97-023-5	S97-023-5	Public Arts Commission Contracts	Life of Artwork + 6 years; suggest termination of contract + 6 years	Archival	Open

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<div>DAJD,ADBL</div> Dept. of Adult & Juvenile Detention, formerly Adult Detention Jail Billing/Computer Planning Section					
S85-116-17	S85-116-17	Contracting Agency Billing Report  A listing of prisoner housed in King County Jail by authority of outside agencies. This report used for billing local agencies for detention services provided by the jail.	6 years after contract expires		?
S85-116-16	S85-116-16	Daily Headcount  A manual count of daily inmate population listed by units and cell location.	6 years		?
S85-116-01	S85-116-01	Daily Physical Population Count (JODO2)  Daily computerized count of inmate population, listed by units and jail locations	6 years		?

## ***King County Record Series by Office***

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S85-116-02	S85-116-02	Daily Population Jail Status by Type Charge (JODO15)  Daily computerized count of inmate population, listed by felon/misdemeanant status charge type and jail location.	6 years		?
S85-116-05	S85-116-05	Jail Billing Daily Booking Fee Rep. (CKS728)  List of booking/billing data for billable charge of each new booking.	6 months		?
S85-116-04	S85-116-04	Jail Billing Daily Exception Report (CKS728)  Listing of bookings and charges requiring special adjustment of billing records. Contains booking data, charge data, and reason for selection	6 months		?



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S85-116-06	S85-116-06	Jail Billing Daily Maintenance Fee Report (CKS728)  Listing of booking/billing/charge information for new bookings or bookings with a new billable charge/agency.	6 months		?
S85-116-13	S85-116-13	Jail Incident Reports  Weekly jail incidents summaries, plus Washington State Jail Commission Incident forms and Officers Reports on incidents.	6 years		?
S85-116-09	S85-116-09	Monthly Booking Fee Report by Agency (CKS725) Monthly listed by agency of prisoner booked for whom agency assigned a booking fee. Shows booking data and billable charge.	PERMANENT		?

## *King County Record Series by Office*

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S85-116-11	S85-116-11	Monthly Contributing Agency Report Summary  Shows in charge days or sentenced days the contribution to the month's jail population of various courts and police agencies.	6 years		?
S85-116-10	S85-116-10	Monthly Contributing Agency Reports (CKS720)  Frequency distributions of charge days and sentenced days of month's jail population for courts and police agencies. Lists inmates with mixed status.	6 years		?

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S85-116-07	S85-116-07	Monthly Jail Billing Master List  Listing of all bookings open in that month, showing all charges, agency billed for each day, and reason charge billable.	PERMANENT	MICROFICHE IF POSSIBLE	?
S85-116-15	S85-116-15	Monthly Jail Statistical Report  Breakdown of jail bookings and releases by age, race, sex, jail location, offence, length of stay, etc.	6 years		?
S85-116-08	S85-116-08	Monthly Maintenance Charges by Agency (CKS726)  Monthly listing by agency of all prisoners that agency was billed for. Shows booking data, billable charges, dates and days billed.	PERMANENT	MICROFICHE IF POSSIBLE	?

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S85-116-14	S85-116-14	Sea-King Active Warrant Report (SKJ67051)  Weekly report showing by originating, court, SeaKing warrants with Department of Adult Detention as originating agency, for warrants active when reports run.	6 years		?
S85-116-12	S85-116-12	Washington State Jail Commission Population Report (CKS200)  Shows daily population by charge status, sex, age, and race. Number of releases in month by type and length of stay. Number and type of incidents recorded for month.	6 years		?

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S85-116-03	S85-116-03	Weekly State Hold Reports (CKS960)  Listing of inmates currently held on probation holds, parole holds, state work release holds, and institutional holds.	6 years		?

## ***King County Record Series by Office***

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DAJD,ADCS	Dept. of Adult & Juvenile Detention, formerly Adult Detention Court Services				
S86-148-13	S86-148-13	Bus Ticket/Staff & Clients  Record of staff/client use of bus tickets	1 year + audit	SUPERSEDES S80-80	
S86-148-01	S86-148-01	Case Files  Information pertinent to client's supervised release	6 years	SUPERSEDES S80-80	
S86-148-12	S86-148-12	Compensatory Time Earned  Record of staff compensatory time earned	1 year + audit	SUPERSEDES S80-80	

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S86-148-05	S86-148-05	Correspondence Log  Record of incoming and out- going correspondence	3 years	SUPERSEDES S80-80; S85-118	
S86-148-11	S86-148-11	Daily Sign-In Sheet  Record of staff attendance	1 year	SUPERSEDES S80-80	
S86-148-06	S86-148-06	Pretrial Interview/Felonies & Misdemeanors  Verified data used to determine personal recognizance eligibility of detainee.	6 years	SUPERSEDES S80-80; S82-165	

## ***King County Record Series by Office***

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S86-148-08	S86-148-08	Profile of Admissions to KC Jail  Weekly to Yearly jurisdictional summary of detainees.	1 year	SUPERSEDES S80-80	
S86-148-09	S86-148-09	Recognizance Screening Activity Record  Weekly summary of Personal Recognizance interviews	1 year	SUPERSEDES S80-80	
S86-148-02	S86-148-02	Release Log  Record of all district court releases.	6 years	SUPERSEDES S80-80; S82-165	



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S86-148-07	S86-148-07	<p>Screener Activity Records</p> <p>Verified data used to determine personal recognizance eligibility of detainee.</p>	1 year	SUPERSEDES S80-80	
S86-148-03	S86-148-03	<p>Student Placement Evaluations</p> <p>Correspondence and evaluation of students performing practicum placement within the Social Services Section.</p>	6 years after termination; trans to Payroll	SUPERSEDES S78-106; S82-165; S85-119	
S86-148-10	S86-148-10	<p>Supervised Release Program</p> <p>Weekly to yearly supervised release program effect and performance.</p>	1 year	SUPERSEDES S80-80	

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S86-148-04	S86-148-04	Supervisor Personnel Files  Copies of applicable memos work project or correspondence pertaining to social staff members.	6 years after term; transfer to Personnel	SUPERSEDES S78- 106;S82-165; S85-119; S85-117	

## *King County Record Series by Office*

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DAJD,ADIS	Dept. of Adult & Juvenile Detention, formerly Adult Detention - Inmate Services				
S86-149-02	S86-149-02	Case Files - Psychological Social Evaluations  Periodic entries in correctional client's file regarding the status of the client involved in either group or individual counseling.	6 years	SUPERSEDES S78-106; S82-163	Public Disclosure CLOSED Separate Record or part of Prisoner Case Record
S86-149-03	S86-149-03	Classification Committee Hearings  A record of disciplinary actions taken by staff. Includes infractions, report, hearings, and recommendations for disciplinary action.	1 year then microfiche	SUPERSEDES S85-117; S78-107; S82-163	? Work Release?

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S86-149-07	S86-149-07	<p>Infraction Report Log Book</p> <p>Log of each disciplinary infraction report received, assigned team.</p>	3 years	SUPERSEDES S82-146	?
S86-149-05	S86-149-05	<p>Inmate Council Meeting Minutes</p> <p>Indicates topics discussed, solutions sought and general tenor of meetings.</p>	PERMANENT	1 COPY ARCHIVAL; SUPERSEDES S78-106	<p>?</p> <p>Secondary Copy Governing, Advisory or Internal Committee?</p>
S86-149-01	S86-149-01	<p>Psychological-Social Diagnostic Reports</p> <p>Clinical assessments of correctional clients -- includes relevant background information, problem identification, treatment recommendations and prognostic statement.</p>	6 years	<p>SUPERSEDES S82-163; S78-106</p> <p>SECONDARY RECORD</p> <p>REQU</p>	<p>Public Disclosure: CLOSED</p> <p>Separate Record or part of Prisoner Case Record</p>

## *King County Record Series by Office*

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S86-149-06	S86-149-06	Tank Management Records  Records of observation, interventions and problems of housing units.	1 year	SUPERSEDES S82-146	? Is Tank the same as Deck? Is this a daily Tank Roster? Are these incident reports?
S86-149-04	S86-149-04	Weekly Report Form  Provides Summary of work performed and time required for each activity for each employee	1 year	SUPERSEDES S78-106	?

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<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
<div>DAJD,ADJO</div> <div>Dept. of Adult &amp; Juvenile Detention, formerly Adult Detention Jail Operations</div>					
S86-151-26	S86-151-26	Agency Visitation File  A file(Rolodex) of all agencies that are currently approved for visiting rights.	Until superseded	SUPERSEDES S78-107	
S86-151-01	S86-151-01	Bail Receipt Book  A receipt book which records all money transaction involving bail.	6 years	SUPERSEDES S82-162; S78-107	
S86-151-46	S86-151-46	Booking Sheets  Records of inmate bookings, including personal identifiers, and criminal history information	PERMANENT	SUPERSEDES S80-77	

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S86-151-37	S86-151-37	Commissary Forms  Forms on which inmates order sundries, candy, magazines, etc. which the Jail sells to them.	Until after audit	SUPERSEDES S80-142	
S86-151-02	S86-151-02	Commitment Files  Files of inmates committed to jail to serve time	6 years	SUPERSEDES S82-162; S78-107	
S86-151-03	S86-151-03	Confiscated Welfare Assistance Record  An alphabetical notebook containing receipts of agencies confiscating checks	6 years	SUPERSEDES S82-162; S78-107	

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S86-151-43	S86-151-43	Contracting Agency Report for City of Seattle  Listing of prisoners housed in King County Jail by authority of City of Seattle	1 year	SUPERSEDES S80-77	
S86-151-24	S86-151-24	Daily Record of Prisoners  A chronological listing of inmates transported to & from jail for court appearances, medical appointments, & hearings. Includes time of transport, transporting officer and destination.	5 years	SUPERSEDES S78-107	
S86-151-04	S86-151-04	Daily Shift Money Sheets & Cash Control Sheets  Summation of inmates' money transactions and totals after each shift change.	6 years	SUPERSEDES S80-77; S82-162	



## *King County Record Series by Office*

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S86-151-05	S86-151-05	Deck Logs  Log entries by Deck Officers as to their comments on all activities on the deck, disciplinary action taken, headcounts, maintenance notations, caution notes and any other types of documentation necessary for efficient & safe operation of the deck.	6 years	SUPERSEDES S78-107; S82-162	
S86-151-23	S86-151-23	Directory of Churches & Ministers  A listing of approved visitors for church services.	Until superseded	SUPERSEDES S78-107	
S86-151-51	S86-151-51	Federal Board Book  Alphabetical chronological listing of inmates housed under Federal contract.	PERMANENT	SUPERSEDES S80-77	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-151-06	S86-151-06	Gate Money & Mail Receipt Book  A receipt book recording money received for and applied to inmates accounts.	6 years	SUPERSEDES S80-77; S82-162	
S86-151-25	S86-151-25	General Information Bulletin  Administrative memos, directives; notice of events, requests, and other misc. information.	3 months by auth.	SUPERSEDES S78-107; S85-117	
S86-151-41	S86-151-41	Historical Bookings/Releases  Alphabetical and chronological listing of bookings	PERMANENT	SUPERSEDES S80-77	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S86-151-42	S86-151-42	Historical Womens Booking & Releases	PERMANENT	SUPERSEDES S80-77	
S86-151-19	S86-151-19	Incident Case Reports - All  A documentation of case incidents & related case activities. Includes officers reports, evidence reports, and follow-up. Contains originals and copies.	6 years	SUPERSEDES S78-107; S85-117	
S86-151-38	S86-151-38	Incident Reports, Monday a.m.  Record of incidents that occurred over the weekend involving suicides, assaults etc.	6 years	SUPERSEDES S85-117	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S86-151-48	S86-151-48	Index to Prisoners Register  Alphabetical listing of inmates in King County Jail	PERMANENT	SUPERSEDES S80-77	
S86-151-15	S86-151-15	Inmate Jail Booking Packets  Booking, residence and release data for each booking incident; includes visiting slips, dispensary slips, property inventory, medical history, personal history, officer's reports, & other information from the courts such as warrants & judgements	6 years	SUPERSEDES S78-107; S85-117	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S86-151-08	S86-151-08	Inmate Money Ledgers  Record of inmates personal money at time of booking, during incarceration and at time of release. Also shows any transaction involving debits or credits to account; shows types of transactions such as debits for commissary.	6 years	SUPERSEDES S82-162; S78-107	
S86-151-07	S86-151-07	Inmates Fund Check & Deposit Register  A check register of all deposits and checks written from inmate's account.	6 years	SUPERSEDES S82-162; S78-107	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S86-151-16	S86-151-16	Jail Booking Recap  Arrest ledgers for all booked subjects; listed in numerical & chronological order; includes arrest data, release data, charges, court, bail, arrest subjects personal description such as race, date of birth, sex.	PERMANENT	ARCHIVAL; ON MICROFILM SINCE 1976; SUPERSEDES S78-	
S86-151-30	S86-151-30	Jail Commander's Subject Files  Contains files by subject of various incidents, projects, investigations & security matters regarding the jail - some items are considered confidential	4 years	SUPERSEDES S82-142; S82-162	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-151-17	S86-151-17	Jail Release Recap  A chronological listing of all inmates released from jail the previous day.	PERMANENT	ARCHIVAL; ON MICROFILM SINCE 1976; SUPERSEDES S78-	
S86-151-35	S86-151-35	Maintenance Records  Contains housekeeping and environmental logs.	1 year after completion of State Jail Commission inspection	SUPERSEDES S82-142	
S86-151-29	S86-151-29	Memorandum  Administrative directives and inter-agency correspondence	3 years	SUPERSEDES S78-107; S85-117	
S86-151-50	S86-151-50	Men's Bookings  Alphabetical listing by year of men booked into City Jail	PERMANENT	SUPERSEDES S80-77	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-151-44	S86-151-44	Monthly Hold Reports  Monthly listing of prisoners held in the jail on "holds" from various law enforcement agencies	1 year	SUPERSEDES S80-77	
S86-151-09	S86-151-09	Negative Bed Count Forms  Contains information regarding the length of time inmates may sleep on floor per consent decree.	6 years	SUPERSEDES S82-142; S82-162	
S86-151-31	S86-151-31	Officers' Reports  Subject file arranged by officer name to be maintenance as back up system for subject file on various incidents	3 years	SUPERSEDES S82-142	



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-151-21	S86-151-21	Ordinance and Bail Schedules  Listing of city/county/state ordinance, codes and their bail. Used for booking purposes.	Until superseded	SUPERSEDES S78-107	
S86-151-34	S86-151-34	Overtime Signup Forms	4 years	SUPERSEDES S82-142	
S86-151-40	S86-151-40	Record of Arrest  Chronological listing of men and women booked into the City Jail.	PERMANENT	SUPERSEDES S80-77	
S86-151-10	S86-151-10	Record of Bail Receipts  Daily listing of bail received.	6 years	SUPERSEDES S80-77; S82-162	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-151-47	S86-151-47	Register of Prisoners  Chronological listing of inmates booked into King County Jail	PERMANENT	SUPERSEDES S80-77	
S86-151-11	S86-151-11	Security Surveillance Logs  Chronological log of surveillance activities in jail	6 years	SUPERSEDES S80-77; S82-162	
S86-151-32	S86-151-32	Shakedown Logs	4 years	SUPERSEDES S82-142	
S86-151-12	S86-151-12	Shift Assignment Rosters  Record of personnel daily work area assignment	6 years	SUPERSEDES S78-107; S82-162	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-151-22	S86-151-22	Special Visit Index File  An alphabetical index showing names of inmates having approved special visits.	Until superseded	SUPERSEDES S78-107	
S86-151-39	S86-151-39	Staff Attendance Record, Semi-Monthly  Copies of original attendance semi-monthly reports. Copies of absence request forms completed by members of social services staff.	1 year	SUPERSEDES S78-106	
S86-151-20	S86-151-20	Standard Operating Procedures Manual  Manual of policy and operations procedures of staff members.	Until superseded	ARCHIVAL (1 COPY); SUPERSEDES S78-107	

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S86-151-45	S86-151-45	Statistical Reports  Monthly compilations of various statistics	PERMANENT	ARCHIVAL	
S86-151-13	S86-151-13	Superior Court Bonds  Listing of bonds that are posted in jail for bail.	6 years	SUPERSEDES S78-107; S82-162	Secondary Copy County Clerk
S86-151-27	S86-151-27	System Backup List  Alphabetical listing of all inmates incarcerated as of 1:00 AM each day; includes all charges, jail location, hazard codes and hazard notes, medical notes, sentence information, court & bail information.	1 week	SUPERSEDES S78-107	

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S86-151-14	S86-151-14	Transaction Journals  Summary of all booking, commissary, gate & mail money transactions. Included are shift cash reports.	6 years	SUPERSEDES S78-107; S82-162	
S86-151-33	S86-151-33	Trimester Assignment Logs (Dream Sheet)  Contains assignment request dream sheet, etc.	4 years	SUPERSEDES S82-142	
S86-151-18	S86-151-18	Unit II Transfer List  A listing of inmates with felony charges housed in Unit II (Misdemeanor Jail). Also lists any applicable hazard codes.	1 week	SUPERSEDES S78-107; S85-117	

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<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-151-28	S86-151-28	Weekender File  A file of those inmates on active weekender status. Contains jail packet and commitment papers.	6 years after filed in release packet	SUPERSEDES S78-107; S85-117	
S86-151-36	S86-151-36	Weekly Inspection Log  Log of weekly inspections for Units I, II and III.	4 years	SUPERSEDES S82-142	
S86-151-49	S86-151-49	Women's Bookings  Alphabetical listing by year of women booked into jail.	PERMANENT	SUPERSEDES S80-77	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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DAJD,ADKI	Dept. of Adult & Juvenile Detention, formerly Adult Detention Kitchen Units I II III
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S82-144-05	S82-144-05	Daily Meal Count  Tabulation of served meals	6 years		
S82-144-08	S82-144-08	Kitchen Office Files (attendance, budget and staff evaluations)  Office files including attendance, budget as staff evaluations	6 years		
S82-144-06	S82-144-06	Main Jail Food Supply Requisition  Order supplies form storage	Until completion of State Auditors examination report		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S82-144-01	S82-144-01	Menus  Set menus for the year	2 years		
S82-144-07	S82-144-07	Production Worksheets  Food usage rates and distribution	Until completion of State Auditors examination report		
S82-144-03	S82-144-03	Special Diet Log Book  Records of Special Diets Served	5 years		
S82-144-02	S82-144-02	Special Diet Orders  Medical Diet Requests	3 months		Secondary copy Infirmary



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S82-144-04	S82-144-04	Work Release Food Supply Requisitions  Supplies ordered from storage	Until completion of State Auditors examination report		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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DAJD,ADOS	Dept. of Adult & Juvenile Detention, formerly Adult Detention Office Services				
S86-150-07	S86-150-07	Microfiche following: Jail Booking Recap, Jail Release Recap, System Backup List, Tank Lists  Original/duplicates of the following records: Jail Booking Recap, Jail Release Recap, System Backup List, Tank Lists	PERMANENT	SUPERSEDES S85-120	? Hard Copy in Jail Operations Division
S86-150-08	S86-150-08	Microfiche Purged  Original record of inmates by inmates by BA and CCN#	1 year update then purge	SUPERSEDES S85-120	?

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S86-150-12	S86-150-12	Office Services Files  Contains interagency memoranda, personnel and attendance files relating to this section, correspondence to the courts, police agencies and social agencies, general correspondence, fiscal audit schedule project -- various files and logs	3 years	SUPERSEDED BY STATE GEN SCHEDULES; SUPERSEDES S82-	?
S86-150-13	S86-150-13	Print Shop Form Receipts	Until completion of State Auditors Examination Report	SUPERSEDES S81-148	?
S86-150-01	S86-150-01	Processed Client Trust Accounts  Contains all issued cancelled checks returned from bank.	6 years	DUPLICATED ON S86-147	?

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S86-150-02	S86-150-02	<p>Receipt Journals</p> <p>Description of source of revenue, fund or organization number, amount of transaction, date of deposit, by whom deposited, acknowledgement of deposit on deposit slip by teller.</p>	6 years	SUPERSEDES S79-50; S82-164	?
S86-150-03	S86-150-03	<p>Recreation Club (vouchers &amp; deposit slips)</p> <p>Contains checkbook approved vouchers for recreation club expenditures, deposit slips plus periodical summaries to the recreation club president an club secretary and treasurer.</p>	6 years	SUPERSEDES S79-50; S82-164	?

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-150-11	S86-150-11	Risk Management Files  Contains claims filed against the Department of Adult Detention and recommendations for the disposition of these claims.	3 years	SUPERSEDES S82-148	? Secondary Copy Office of Risk Management
S86-150-05	S86-150-05	Transfers to Washington Corrections Center  A chronological listing of all inmates transferred to the state institution.	6 years	SUPERSEDES S78-107; S85-117; S85-120	?
S86-150-06	S86-150-06	Transfers to Washington Corrections Center (Duplicate of S86-150-05)  A chronological listing of all inmates transferred to the state institution.	6 years	SUPERSEDES S78-107; S85-117; S85-120	?

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-150-09	S86-150-09	Unclaimed Property Letters  Contains copies of letters sent to inmates requesting them to claim and pick up their property and the final disposition of their property.	2 years	SUPERSEDES S82-148	?
S86-150-10	S86-150-10	Unclaimed Property Log  Written log on property letters sent to inmates and the final disposition on their property.	6 years	SUPERSEDES S82-148	?
S86-150-04	S86-150-04	Work Release Acceptance Sheets  Shows date inmate accepted into Work Release, crime convicted of, length of sentence, commitment number, name of judge, date of birth, and Work Release number	6 years	SUPERSEDES S80-56	?

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<div>DAJD,ADPA</div> <div>Dept. of Adult &amp; Juvenile Detention, formerly Adult Detention Payroll &amp; Accounts Payable</div>					
S86-146-01	S86-146-01	Active Employee File  Personnel file which includes compilation of work history, payroll data, personnel evaluations, training record, and application for work.	6 years after termination	SUPERSEDED BY STATE GEN SCHEDULES; SUPERSEDES S78-	CLOSED Secondary copy in Finance
S86-146-02	S86-146-02	Employee Overtime Records  Authorized overtime documentation used to generate overtime payments for Dept. employees.	6 years		?
S86-146-03	S86-146-03	Extra Help Employee File  Personnel file which includes compilation of work history, payroll data, personnel evaluations, training records, and application for work.	6 years after termination	SUPERSEDED BY STATE GEN SCHEDULES; SEE EMPLOYEE HI	CLOSED

## *King County Record Series by Office*

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S86-146-05	S86-146-05	Grant Funded Files (awards to detention projects City, State & Federal)  Records of monies awarded to specific detention projects by City, State, Federal Agencies	6 years after final expenditure (+ audit?)	SUPERSEDED BY STATE GEN SCHEDULES; SEE ACCOUNTING;	
S86-146-07	S86-146-07	Jail Purchase Requisitions  Request for the purchase or lease of goods and services for the Department of Rehabilitative Services; data includes items or services specifications, estimated cost and reason for needs.	3 years	SUPERSEDES S78-108	
S86-146-08	S86-146-08	Paid Invoices  Files contain paid invoices	3 years	SUPERSEDES S78-108	Secondary copy in Finance



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S86-146-06	S86-146-06	Part-Time Employees Attendance Roster  Listing of all part-time employees employed by the Department, includes employees phone numbers, and total number of hours worked each month.	6 years		
S86-146-11	S86-146-11	Payroll Change Forms  Authorized payroll input to provide data processing with employee payroll status change.	2 months after audit	SUPERSEDES S78-108	Secondary copy in Finance
S86-146-12	S86-146-12	Payroll Transmittals  Payroll information for Rehabilitative Services employees; includes salary, overtime, vacation, sick leave, transactions.	6 years	SUPERSEDES S78-108; S85-115	Secondary copy in Finance

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S86-146-04	S86-146-04	Personnel Background/Investigation Files  Files maintained from employment background investigations and investigations conducted as a result of a complaint.	6 years after termination		CLOSED
S86-146-10	S86-146-10	Personnel Service Awards  List of names of personnel receiving service awards.	1 year after termination	SUPERSEDES S78-108	Secondary copy in Finance
S86-146-09	S86-146-09	Petty Cash  Record of cash expenditures for miscellaneous supplies for Rehabilitative Services in the amount of \$15.00 or less.	2 years	SUPERSEDES S78-108	

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DAJD,ADWR	Dept. of Adult & Juvenile Detention, formerly Adult Detention Work Release Section
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S86-147-01	S86-147-01	Bank Statements/Client and Recreation Trust Accounts  Contains bank cancelled checks and bank statements.	6 years	SUPERSEDES S79-50; S82-164
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S86-147-02	S86-147-02	Client Card File  A 3 X 5 file showing client's name, release date, crime convicted of, length of sentence, name of judge, date on W/R date released, date of W/R if released.	6 years	SUPERSEDES S80-56; S82-164
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## ***King County Record Series by Office***

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S86-147-03	S86-147-03	Client Trust Account Ledger Cards  Contains name of client, date on program, release date, pay schedule, offence, name of judge, trust number, length of sentence, deposits and withdrawals.	6 years	SUPERSEDES S79-50; S82-164	
S86-147-04	S86-147-04	CLOSED Client Trust Fund Account  Contains name of client, date on program release date, pay schedule, date account closed, statement from accounting that account is closed, offense, name of judge, trust number, deposits and withdrawals.	6 years	SUPERSEDES S79-50; S82-164	

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S86-147-05	S86-147-05	Comptroller Transactions  Board money collected from inmates which is forwarded to Comptroller, also receipted for by Comptroller.	6 years	SUPERSEDES S79-50; S82-164	
S86-147-06	S86-147-06	Delinquent Client Trust Account Ledger Cards  Contains name of client, data on program release date, pay schedule offense, judge's name, trust number, length of sentence, deposits, and withdrawals, signed statement from the client who owes the program money showing amount owed and a payment schedule.	6 years	SUPERSEDES S82-164	

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S86-147-07	S86-147-07	Denied and No Show File  Copy of commitment order correspondence relating to reason for denial and/or no- show	6 years	SUPERSEDES S80-50; S82-164	
S86-147-08	S86-147-08	Disbursement Journals  Date, trust account number different charge categories code, credits to account, balance, previous balance, inmate name, and check number	6 years	SUPERSEDES S79-50; S82-164	
S86-147-09	S86-147-09	Employment Card File  Contains inmate name, name and address of employer, name and phone number of inmates supervisor.	6 years	SUPERSEDES S79-50; S82-164	

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S86-147-10	S86-147-10	Inmate Files, Active  Contains copies of court commitment orders, copy of rap sheet, copy of pre-sentence report, intake notes, copy of acceptance letter, social workers notes, job notes, progress report, inmates application for Work Release program, release date and other information from his social worker.	6 years	SUPERSEDES S79-50; S82-164; S80-56	
S86-147-11	S86-147-11	Log Book  Contains orders and directions to coordinate shift activities, information about unusual activities, entries about mechanical or electrical deficiencies inmate status changes, and follow-up direction for shifts.	6 years	SUPERSEDES S80-56; S82-164	

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<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-147-12	S86-147-12	<p>Monthly Referral Sheets</p> <p>Shows inmates accepted, released, removed for disciplinary reasons, A.W.O.L's, and whether an inmate is a county or municipal prisoner.</p>	6 years	SUPERSEDES S80-56; S82-164	
S86-147-13	S86-147-13	<p>Monthly Reports/Entry &amp; Release</p> <p>Contains dates of entry and release from Work Release for a given month, indicates whether a work release client is county or municipal prisoner, reports total man hours for prisoners on work release program during a given month.</p>	6 years	SUPERSEDES S80-56	



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
<hr/>					
DAJD,AJYS	Dept. of Adult & Juvenile Detention, formerly DAJD - Youth Services				
S84-045-04	S84-045-04	Admissions Printouts  Official printout stating vital statistics of detainee including charge and unit placement	8 years		
S84-045-09	S84-045-09	Bed Charts  Assignments location each detainees bed.	6 years after release		
S84-045-18	S84-045-18	Community Supervision/ Probation Working Files  Correspondence, policy and procedure, statistics, personnel information	2 years	SELECTED FILES POTENTIALLY ARCHIVAL	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S84-045-02	S84-045-02	Day Sheets (information on detainees)  Daily printout compiling name and location of detainees, telephone extension and total count of unit used to locate lost clothing, record building count and list names of those in detention.	6 years		
S84-045-19	S84-045-19	Dependency Working Files  Correspondence, policy and procedure, statistics, personnel information	2 years	SELECTED FILES POTENTIALLY ARCHIVAL	
S84-045-11	S84-045-11	Detention Screening Reports (Released)  File kept on juvenile brought to detention by police officer then screened and released.	Age 18		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S84-045-17	S84-045-17	Diversion Case Files  Case files for youth diverted out of the court system into community service programs	Age 23		
S84-045-16	S84-045-16	Diversion Working Files  Correspondence, policy and procedure, contracts, invoices, personnel information and legislative information	2 years		
S84-045-13	S84-045-13	Education/Recreation Attendance Rosters  Documents youth's attendance at education and recreation programs	5 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S84-045-14	S84-045-14	Education/Recreation Lesson Plans  Documents the content of education and recreation programs	2 years	SELECTED FILES POTENTIALLY ARCHIVAL	
S84-045-15	S84-045-15	Education/Recreation Master Activity Schedule  Listing of education and recreation activities	2 years	SELECTED FILES POTENTIALLY ARCHIVAL	
S84-045-07	S84-045-07	Employment Services Working Files  Employment files containing memos, letters, contracts, forms, charts, payroll for youth	2 years or until completion of State Auditors exam report		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S84-045-03	S84-045-03	Incident Reports  Documents cases of injuries, use of restraining force, escape attempts by youths, assaults on staff, and emergencies occurring in the detention facility	8 years		
S84-045-12	S84-045-12	Intake Services Working Files  Correspondence, policy and procedure, statistics personnel information for each individual unit	2 years		
S84-045-10	S84-045-10	Linen Inventory  Record of linen sent and received for laundering	6 years after release		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S84-045-06	S84-045-06	Menus and Head Count List  Statistics of daily count of youth in detention for purposes of counting meals served and menus specifying types of food served.t	10 years		
S84-045-05	S84-045-05	Property Cards/Clothing Slips  Listing of all youth's property including clothes at time of admission and while in detention used as referral for property/money claims.	19 years		
S84-045-20	S84-045-20	Social Case Files  Case files for youth who have gone through probation	Age 23		

## *King County Record Series by Office*

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S84-045-08	S84-045-08	Unit Log  Documents youth's behavior and tone of unit as a whole	6 years after release		
S84-045-01	S84-045-01	Youth Care Case Files  Case files contain unit assignment sheet, copy of screeners sheet, control sheet, disciplinary transfers, Class A felony placements, program sheets, behavior adjustment reports telephone usage sheet and special youth's admittance and behavior during stay in detention.	to age 19		CLOSED

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
DCDC	District Courts District Court				
S90-067-11	S90-067-11	Breathalyzer Technician Certificates	3 years		
S91-144-2	S91-144-2	Cash Book and Reconciliation of Records Journal or Ledger of Disbursements and Receipts	6 years	Supersedes S90-067.34 .35	Open
S90-067-13	S90-067-13	Civil Case Files	10 years		
S90-067-12	S90-067-12	Civil Docket	10 years	After 1940 every fifth year dockets should be set	Open
S90-067-15	S90-067-15	Civil Indexes	10 years after disposition of last item in index		



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S91-144-3	S91-144-3	Civil Tape Recordings of Court Proceedings	10 years		
S90-067-26	S90-067-26	Clerks Minute Books	1 year		
S90-067-24	S90-067-24	Court Calendar	1 year		
S90-067-4	S90-067-4	Deferred Prosecution Petitions and Orders (includes docket and case files)	5 years		
S90-067-29	S90-067-29	Domestic Violence Case Files	3 years after disposition		
S90-067-28	S90-067-28	Domestic Violence Docket	3 years after disposition		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S90-067-31	S90-067-31	Domestic Violence Index	3 years after disposition of last item on index		
S90-067-7	S90-067-7	Evidence Relating to Court Proceedings	Cases Appealed - 5 years after remand of appeal; Cases Not Appealed - Until expiration of appeal period		
S90-067-14	S90-067-14	Exhibits Related to Civil Court Proceedings	Cases Appealed - 10 years after remand of appeal; Cases Not Appealed - Until end of expiration of appeal period		
S91-144-1	S91-144-1	Felony Pretrial Hearing Files	6 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S90-067-32	S90-067-32	Fine/Penalty Pay Agreement	Criminal - 5 years; Infraction - 3 years		
S90-067-22	S90-067-22	Juror Questionnaires	After expiration of term		
S90-067-23	S90-067-23	Juror Registration of Sign-In Sheet	Until after audit		
S90-067-21	S90-067-21	Juror Summons	Until after audit		
S90-067-20	S90-067-20	Jury Cost Bills	Until after audit		
S90-067-19	S90-067-19	Jury Lists	After expiration of term		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S90-067-25	S90-067-25	Log Books	Until after audit		
S90-067-2	S90-067-2	Misdemeanor Criminal Case Files	5 years after final disposition		Open
S90-067-10	S90-067-10	Notice of Failure to Respond Appear or Pay	3 years after final disposition		
S90-067-27	S90-067-27	Report to the Office of the Administrator for the Courts	1 year		
S90-067-3	S90-067-3	Search Warrants	2 years after expiration of warrant		Open
S90-067-17	S90-067-17	Small Claims Case Files	3 years after satisfaction or dismissal		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S90-067-16	S90-067-16	Small Claims Docket	10 years after final disposition		
S90-067-18	S90-067-18	Small Claims Index	3 years after disposition of last item on index		
S90-067-6	S90-067-6	Tape Recording Log	2 years		
S90-067-5	S90-067-5	Tape Recordings of Court Proceedings	2 years		
S90-067-30	S90-067-30	Tape Recordings of Proceedings - Domestic Violence	Petition Granted - 2 years after expiration of protection order; Petition Not Granted - 2 years after hearing		

## ***King County Record Series by Office***

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S90-067-9	S90-067-9	Traffic Infraction Case File	3 years after final disposition		
S90-067-1	S90-067-1	Uniform Citation Complaint and Court Docket	5 years after final disposition		Open
S90-067-8	S90-067-8	Uniform Notice of Traffic Infraction and Court Docket	3 years after final disposition		Open
S90-067-33	S90-067-33	Witness Cost Bills	Until after audit		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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DDES	Dept. of Development and Environmental Services
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GS53-04-15	GS53-04-15	<p>FIRE INVESTIGATION DOCUMENTATION - CLOSED INVESTIGATIONS</p> <p>Includes all investigations which are resolved as accidents or result in arson convictions.</p> <p>REVISED - Divided into three subsections and established separate retention periods for open investigations - 11/2003</p>	6 years	<p>THE PRIMARY RECORD COPY MAY BE HELD BY THE CITY OR</p>
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## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
GS53-04-16	GS53-04-16	<p>FIRE INVESTIGATION DOCUMENTATION - OPEN INVESTIGATIONS OF INCIDENTS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE</p> <p>Includes investigation of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>REVISED - Divided into three subsections and established separate retention period for open investigations - 11/2003</p>	10 years - See remarks	REFERENCE RCW 9A.04.080, WHICH REQUIRES THAT CRIMI	



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
GS53-04-17	GS53-04-17	<p>FIRE INVESTIGATION DOCUMENTATION - OPEN INVESTIGATIONS OF INCIDENTS THAT RESULT IN LOSS OF HUMAN LIFE</p> <p>Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>REVISED - Divided into three subsections and established separate retention periods for open investigations - 11/2003</p>	Permanent - See remarks	REFERENCE RCW 9A.04.080, WHICH PROVIDES AN UNLIMIT	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
DDES, DDBL	Dept. of Development and Environmental Services formerly King County (DDES now DNR?) Building & Land Development				
S80-204-29	S80-204-29	Abatement Cases  Violation data & related correspondence & documents	7 years	POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-25	S80-204-25	Address Work Sheets  Correction notices, correspondence & related maps, drawings, if any	7 years		Formerly DDBL
S80-204-30	S80-204-30	Annexation Files  Working files containing correspondence, memos, reports & final ordinance	Final Ordinance + 2 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S80-204-52	S80-204-52	Army Corps Permits  Notice and correspondence relating to Corp permit	3 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-37	S80-204-37	Bond Releases  Performance bond release letters - duplicates	3 years		Formerly DDBL
S80-204-24	S80-204-24	Building and Mechanical Permits  Permit applications and/or drawings & related correspondence	7 years after project completion or expiration of permit		Formerly DDBL

## ***King County Record Series by Office***

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S80-204-28	S80-204-28	Code Violations other than mobile homes and signs  Violation notification & related correspondence photos	7 years		Formerly DDBL
S80-204-34	S80-204-34	Commercial Plans  Plans & drawings relating to commercial building permit	Final Permit + 2 years		Formerly DDBL
S80-204-06	S80-204-06	Conditional Use Permit Packet  Application for conditional use, public notice, reports, related environmental impact statements	PERMANENT and/or Microfilmed		Formerly DDBL

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S80-204-31	S80-204-31	Construction Permit Review  Log showing permit numbers requesting agency, date in & out & disposition	Discretion		Formerly DDBL
S80-204-12	S80-204-12	Current Use Application Packet  CU application, public notice, reports & related correspondence & related environmental impact statement if applicable	PERMANENT	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-17	S80-204-17	Fire Marshal - Fire Prevention Inspection Reports	7 years		Formerly DDBL
S80-204-18	S80-204-18	Fire Marshall - Fire Permits	7 years		Formerly DDBL

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S80-204-15	S80-204-15	Fire Marshall - Fire Prevention Inspection Statistical Reports	7 years		Formerly DDBL
S80-204-14	S80-204-14	Fire Marshall - Statistical Fire Loss	7 years		Formerly DDBL
S80-204-23	S80-204-23	Grading Permits  Application, reports, maps, drawings, related correspondence & related environmental impact statement.	7 years		Formerly DDBL
S80-204-26	S80-204-26	Mobile Home Code Violations  Violation notification & related correspondence, photos	7 years		Formerly DDBL

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S80-204-08	S80-204-08	MP Site Plan Packets  Maps, drawings, related correspondence, division action	Discretion	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-36	S80-204-36	Performance Bonds  Bond to assure compliance with conditions/restrictions attached to permit & specifications	Until conditions of bond have been fulfilled		Formerly DDBL
S80-204-47	S80-204-47	Permit Processing Statistical Reports  Reports of numbers & kinds of permits processed by Division on monthly basis	5 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL

## *King County Record Series by Office*

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S80-204-04	S80-204-04	Planned Unit Development Packets (how are these different from S80-203-03?)	8 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-03	S80-204-03	Planned Unit Development Packets  Applications for PUD, maps drawings, public notice, reports, related correspondence & related environmental impact statements if applicable	PERMANENT	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-35	S80-204-35	Residential Plans  Planned & drawings relating to residential building permit & specifications	Final Permit + 2 years		Formerly DDBL



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S80-204-33	S80-204-33	Right of Way Use Permits  Application for permit & related documentation	7 years		Formerly DDBL
S80-204-48	S80-204-48	Shoreline Development Packets  Applications for Shoreline Permits, public notice, reports, related correspondence & related environmental impact statements.	7 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-50	S80-204-50	Shoreline Re-designation Packets  Applications for Shoreline Re- designation, public notice, reports, related correspondence & related environmental impact statements, if applicable	7 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL

## ***King County Record Series by Office***

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S80-204-49	S80-204-49	Shoreline Variance Packets  Applications for Shoreline Variance, public notice, reports, related correspondence & related environmental impact statements	7 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-11	S80-204-11	Short Subdivisions 7/74 - 1/81  Plat application & related documents	2 + 7 years (9?)	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-10	S80-204-10	Short Subdivisions prior to 6/30/74  Plat application & related documents	PERMANENT	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL

## ***King County Record Series by Office***

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S80-204-27	S80-204-27	Sign Code Violations  Violation notification & related correspondence, photos	7 years		Formerly DDBL
S80-204-09	S80-204-09	Subdivision Packets (regular)  Application for subdivision plat maps, reports, public notice, related correspondence & related environmental impact statement if applicable	11 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-05	S80-204-05	Unclassified Use Permit Packets  Applications for unclassified use, maps, drawings, public notice, reports, related correspondence & related environmental impact statements.	PERMANENT	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S80-204-32	S80-204-32	Utility Agency Comprehensive Plans  Plan document, correspondence, SEPA compliance, ordinance. Documents are used like regulations until superceded	7 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-07	S80-204-07	Variance Packets  Application for variance, public notice, reports, related correspondence & related environmental impact statement, adjuster action & appeal data if any	PERMANENT and/or Microfilmed		Formerly DDBL

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S80-204-01	S80-204-01	<p>Zoning Reclassification packets excluding P Suffix &amp; MP Zones</p> <p>Applications for zone change, public notice, reports, related correspondence &amp; related environmental impact statements if applicable</p>	11 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL
S80-204-02	S80-204-02	<p>Zoning Reclassification Packets P Suffix and MP Zones</p> <p>Applications for zone change, public notice, reports, related correspondence &amp; related environmental impact statements if applicable</p>	PERMANENT	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDBL

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
DDES, DDCM	Dept. of Development and Environmental Services formerly DDES (formerly BALD) Commercial				
S87-101-41	S87-101-41	Building Plan Review Weekly Productivity Report  Duplicates S87-101.36	5 years		Formerly DDCM Open
S87-101-39	S87-101-39	Commercial Building Permits and Plans  Documents all applications for commercial Building Permits. Includes application, plans, correction sheets, energy affidavit, soils field report and copy of Certificate of Occupancy. Filed by job number at Permit Counter and permit number after issuance.	Finalized Permits - Life of Structure + 6 years; Invalid or Unfinalized - 1 year		Formerly DDCM Open
S87-101-43	S87-101-43	Covenants (Fire Ordinance Exemptions)	3 years		Formerly DDCM Open

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S87-101-42	S87-101-42	Fire Protection Land Use Files  Documentation for Fire Protection review of application for land use permits. (Plats and Conditional Use) Includes reviews and comments. Should be duplicated in final permit files. These are not a part of 901 files because they do not have addresses.	6 years		Formerly DDCM Open
S87-101-40	S87-101-40	Grading Permits  Includes applications, reports, maps, drawings, EIS and correspondence.	Life of Structure + 6 years		Formerly DDCM Open

## *King County Record Series by Office*

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DDES, DDLU	Dept. of Development and Environmental Services formerly DDES (formerly BALD) Land Use				
S87-101-09	S87-101-09	Army Corps Permits  Permits issued by the Army Corps of Engineers for construction on, in, or near navigable waters.	3 years		Formerly DDLU Open
S87-101-38	S87-101-38	Building Permit Index  Index cards created at time of application cross indexing permits by address and owner's name.	6 years after construction		Formerly DDCM Open
S87-101-02	S87-101-02	Conditional Use Permits  Documents the granting by the zoning adjuster to locate a conditional use at a particular location. Includes public notice, EIS, zoning adjuster's report and site plans.	PERMANENT		Formerly DDLU Open



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S87-101-06	S87-101-06	<p>Current Use Application</p> <p>Documents current use assessments on open space, farm and agricultural and timber land in the best interest of the County to continue in existence adequate open space lands for the production of food, fiber and forest crops. Requests to set aside a portion of property for these uses.</p>	7 years		Formerly DDLU Open
S87-101-19	S87-101-19	<p>EIS and DEIS (Environmental Impact Statements &amp; Draft EISs)</p> <p>Statements of impact on environment for proposed projects. Prepared by consultant and applicant, reviewed by BALD and public. A DEIS is prior to review by public, and EIS is after public review. Includes bound volumes and letters from public.</p>	20 years	ARCHIVAL	Formerly DDLU Open

## *King County Record Series by Office*

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S87-101-07	S87-101-07	M-P Site Plans (Manufacturing Parks)  Documentation for approval of Manufacturing Parks. Suite plans required for building permits.	PERMANENT		Formerly DDLU Open
S87-101-04	S87-101-04	Rezones  Documents application for change in the zoning classification. Includes application, Public Notice, reports, EIS & correspondence.	12 years; or if P suffix PERMANENT		Formerly DDLU Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S87-101-05	S87-101-05	<p>Right of Way Use Permits</p> <p>Documents application for permit authorizing County road right of way to be privately improved or used for access or other purposes in accordance with King County Code 1428.</p>	6 years		Formerly DDLU Open
S87-101-20	S87-101-20	<p>SEPA - Environmental Determination</p> <p>Used to determine whether an EIS is necessary for a particular permit. Includes environmental checklist and correspondence.</p>	20 years	ARCHIVAL	Formerly DDLU Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S87-101-08	S87-101-08	Shoreline Substantial Development Permits  Documents building permits for all property covered by Washington State shoreline legislation. Filed by chronologically-assigned permit number.	PERMANENT	ARCHIVAL	Formerly DDLU Open
S87-101-03	S87-101-03	Unclassified Use Permits  Documents application for unclassified use permits. U.U.s are miscellaneous (unclassifiable) permits. Include public notice, reports, EIS correspondence.	PERMANENT		Formerly DDLU Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S87-101-01	S87-101-01	<p>Variances</p> <p>Documents review of an adjustment in the application of the regulations of a zoning ordinance to a particular piece of property.</p>	PERMANENT	POTENTIALLY ARCHIVAL	Formerly DDLU Open
S87-101-21	S87-101-21	<p>Wetlands Review</p> <p>Documents the review of all permits for impact on King County wetlands. Includes mostly correspondence. File with permit package.</p>	20 years	ARCHIVAL	Formerly DDLU Open

## *King County Record Series by Office*

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<hr/>					
DDES, DDPL	Dept. of Development and Environmental Services formerly DDES Planning				
S83-049-02	S83-049-02	Annual Growth Report Files  Consisting of reports, computer listings and maps; this report presents standardized development data to assist in land use planning.	Until superseded; suggest 10 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDPL
S83-049-03	S83-049-03	Annual Growth Report Working Files  Correspondence/data files used in the creation of the annual growth report.	3 years; suggest 10 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDPL

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S83-049-04	S83-049-04	Community Plan Preparation Files (former General Development Guide Prep Files)  Working files in progress for the development of a long range comprehensive land use plan.	Until superseded; suggest 10 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDPL
S83-049-05	S83-049-05	General Development Guide  Final comprehensive long range land use plan.	PERMANENT (one copy)	ARCHIVAL (ONE COPY)	Formerly DDPL

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-049-01	S83-049-01	Land Development Information System Files (LDIS)  Statistical reports, formal and short plats data, zoning classification, vacant land, census, wetlands, and forest practice records - all used to answer inquiries and provide planning resources.	Until superseded; suggest 10 years	SELECTED FILES POTENTIALLY ARCHIVAL	Formerly DDPL
S83-049-06	S83-049-06	Performance Bonds/Assignment of Savings  Required documentation for building permit issuance assuring permit conditions compliance.	Termination + 6 years		Formerly DDPL



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
<div style="border: 1px solid black; padding: 2px; display: inline-block;">DDES,DDPS</div> Dept. of Development and Environmental Services formerly DDES (formerly BALD) Protective Services					
S87-101-17	S87-101-17	Code Enforcement Monthly Reports  Computer-generated monthly report documenting number and kind of cases handled by code enforcement division.	3 years	POTENTIALLY ARCHIVAL	Formerly DDPS Open
S87-101-16	S87-101-16	Code Violations Case Files  Official complaint files including original complaint, correspondence, printout of tax records, inspector's log, notice of public hearing, hearing results, civil penalty invoices, liens, satisfactions of liens, etc. Documents code violations for mobile home permits, zoning codes, building codes, miscellaneous code violations and complaint under lien files.	6 years after violation is cleared		Formerly DDPS Review Required

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S87-101-11	S87-101-11	<p>Fire Flow Analysis Engineering File</p> <p>Documentation for each building permit application fire flow analysis. Includes certificate of water availability, application, review, and correspondence file is duplicated in 901 file.</p>	6 years		Formerly DDPS Open
S87-101-10	S87-101-10	<p>Fire Protection Master 901 File</p> <p>Fire Protection Units Master File. Documents all activities of the fire protection unit by address. Includes Fire Flow analysis, Fire Protection Systems Permits, Hazardous Material Permits, Engineering Plan reviews and all inspections and reports. Types of Records include plans inspection sheets, review sheets and correspondence.</p>	Life of building + 6 years		Formerly DDPS Open

## ***King County Record Series by Office***

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S87-101-12	S87-101-12	<p>Fire Protection System Permits File</p> <p>Documentation for each fire protection system permit application and inspections conducted while under construction. Includes blueprints, fees and permits. File by fire systems number and cross-referenced to BALD job number. File is duplicated in 901 file.</p>	6 years		Formerly DDPS Open
S87-101-13	S87-101-13	<p>Hazardous Material Permits File</p> <p>Documentation for all hazardous material permits applications. Includes applications, permits, inspection, reports and billing letters. File is duplicated in 901 file.</p>	6 years		Formerly DDPS Open

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S87-101-18	S87-101-18	Mobile Home Permit Case Files  Permit case files for all mobile home permit requests.	3 years		Formerly DDPS Open

## *King County Record Series by Office*

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<hr/>					
DDES,DDRS	Dept. of Development and Environmental Services formerly DDES (formerly BALD) Residential				
S87-101-37	S87-101-37	<p>Address Assignment and Change Files</p> <p>Documents official address changes which are then recorded on Kroll maps. Includes Kroll map reduction, apartment complex site plans, and preliminary and recorded plats.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>a) Plat reductions</li> <li>b) Newly recorded plats</li> <li>c) Preliminary plats</li> <li>d) Preliminary Planned Unit Developments</li> <li>e) HRG Complexes (shopping centers, trailer parks, etc.)</li> <li>f) Addressed Apartment Complexes</li> <li>g) Address Correction Notification Forms</li> </ul>	6 years after construction		Formerly DDRS Open

## *King County Record Series by Office*

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S87-101-30	S87-101-30	Building Permit Inspection Log  Log sheets completed by Inspectors which document all inspection activities. Used for payroll, statistical, and permit inspection purposes.	2 years		Formerly DDRS Open
S87-101-31	S87-101-31	Building Permit Inspection Reports  Weekly report containing statistical data on building Inspections. Includes number of weekly inspections, year to date avg. of inspections, type of inspections and number of inspectors required. Used for workload analysis.	2 years or after State Auditors examination report		Formerly DDRS Open

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S87-101-36	S87-101-36	Building Plan Review Weekly Productivity Report  Documents plan review productivity for both Residential and Commercial to January 1987. After January 1987, reports will cover commercial only.	5 years		Formerly DDRS Open
S87-101-35	S87-101-35	Certificates of Occupancy  The Certificate of Occupancy is issued when a building is ready to be occupied. It signifies that all inspections - handicapped access, fire protection, etc.-have been completed.	Life of building + 6 years		Formerly DDRS Open

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S87-101-32	S87-101-32	Master Building Permit Log  Bound volumes in chronological permit number order which documents all applications for building permits. Includes photocopy of face of permit application.	6 years		Formerly DDRS Open
S87-101-29	S87-101-29	Residential Building Permit Inspection Requests  Lists of requests for permit inspections kept in order received. Used to initiate and keep track of inspections.	1 year		Formerly DDRS Open
S87-101-33	S87-101-33	Residential Building Permits (finalized)  Documents all applications for residential building permits. Includes correction sheet, applications and all related records.	Life of Structure + 6 years; unfinalized 1 year		Formerly DDRS Open



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S87-101-34	S87-101-34	Residential Building Plans  Documents plans for a particular building permit. Included plans and duplicates of permit inspection sheets.	90 days after completion of project		Formerly DDRS Open

## *King County Record Series by Office*

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DDES,DDSB	Dept. of Development and Environmental Services formerly DDES (formerly BALD) Subdivisions				
S87-101-27	S87-101-27	Exemptions  Applicant request and response re: exemption from the normal plat/short plat subdivision requirements. Backup material included.	PERMANENT until filmed		Formerly DDSB Open
S87-101-28	S87-101-28	Innocent Purchases  Documentation regarding building permit requests for lots purchased innocently that are not legal lots. Deeds, supporting documents attached.	PERMANENT until filmed		Formerly DDSB Open

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S87-101-25	S87-101-25	P.U.D. Files (Planned Unit Development)  Documents application for PUD permit. Includes application, maps, drawings, EIS, public notices and reports.	PERMANENT until microfilmed		Formerly DDSB Open
S87-101-26	S87-101-26	Short Subdivisions (Short Plats)  Document application for subdivision of land into 2 to 4 lots, lot line adjustments and revisions to short plats.	PERMANENT until Microfilmed		Formerly DDSB Open
S87-101-24	S87-101-24	Subdivision Files	PERMANENT until microfilmed		Open

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DDES,DDTS	Dept. of Development and Environmental Services formerly DDES (formerly BALD) Technical Services				
S87-101-23	S87-101-23	Annexation Files  Documents BALD's involvement in review of applications for annexations to cities, towns and/or comprehensive plans for utilities. Includes map, legal descriptions, King County Council finalization letter and Boundary Review Board closing letter. Used to insure district compliance and accuracy in upgrading comprehensive plans.	6 years	ARCHIVAL	Formerly DDTS Open
S87-101-22	S87-101-22	UTRC Records (Utilities Technical Review Committee)  Documents the UTRC's review of water and sewer comprehensive plans and franchise applications. Includes minutes, plan amendments, or additions or betterment, resolutions and SEPA compliance documents.	6 years	ARCHIVAL	Formerly DDTS Open

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DDHP	DDES Historical Preservation				
S83-075-18	S83-075-18	Bonus Block Grant Housing Project Files	6 years after contract completion	Selected Files Potentially Archival	
S83-075-17	S83-075-17	Historic Preservation Project Files	PERMANENT	Archival	
S83-075-16	S83-075-16	Historic Sites Inventory Surveys	PERMANENT	Archival	
S83-075-19	S83-075-19	Housing Proposals and Applications (review files)	3 years after project completion	Selected Files Potentially Archival	
S83-075-15	S83-075-15	Landmarks Commission Site Nominations	PERMANENT	Archival	

## *King County Record Series by Office*

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DDPK	DDES Planning (Parks)				
S83-052-3	S83-052-3	Aquatic Aviation and Bicycle/Pedestrian Case Files	After plan completion	Selected Files Potentially Archival	
S83-052-4	S83-052-4	Farmland Preservation Acquisition Project Case Files	6 years after project completion	Selected Files Potentially Archival	
S83-052-5	S83-052-5	Farmlands Preservation Ineligible Applications	Until completion of State Auditors Examination Report	Selected Files Potentially Archival	
S83-052-6	S83-052-6	Farmlands Preservation Project Origin Documentation	Until project completion	Selected Files Potentially Archival	

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S83-052-1	S83-052-1	Federal Aid Urban Sustem (FAUS) Grant Allocation	3 years after submittal of finance expenditure report or resolution of litigation or audits initiated before the end of the 3-year period or satisfaction of retention reuirements specifically stated in grant instructions or agreements		
S83-050-2	S83-050-2	Marymoor Heritage Festival Files	3 years	Selected Files Potentially Archival	
S83-050-3	S83-050-3	Park Property Acquisition Files	Termination of ownership + 6 years	Selected Files Potentially Archival	
S83-050-1	S83-050-1	Parks History Files (main facility; correspondence reports and agreements)	Until superseded (see State Gen Schedule July 2001)	Selected Files Potentially Archival	

## *King County Record Series by Office*

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S83-050-4	S83-050-4	Project Closeout Files	6 years	Selected Files Potentially Archival	
S83-052-2	S83-052-2	Transit Plan Case Files	After plan completion	Selected Files Potentially Archival	



## ***King County Record Series by Office***

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DIBE	DES Board of Ethics				
S94-91-3	S94-91-3	Advisory Opinion Index	While current	Archival; current copy sent annually to KC Archive	Open
S94-91-5	S94-91-5	Appeals of Orders of the Ombudsman	6 years	Potentially archival	Open
S94-91-8	S94-91-8	Board of Ethics Agendas	6 years	Archival	Open
S94-91-7	S94-91-7	Board of Ethics Minutes	6 years	Archival	Open
S94-91-6	S94-91-6	Board of Ethics Minutes - Audio Cassettes	6 years		Open
S94-91-9	S94-91-9	County Ethics Newsletter	1 year	Archival (one copy)	Open

## ***King County Record Series by Office***

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S94-91-2	S94-91-2	Ethics Advisory Opinions	6 years	Archival; remove name from request from employee o	Review required
S94-91-10	S94-91-10	Ethics Education and Training Materials	While current	Archival (one of each)	Open
S94-91-4	S94-91-4	Ethics Staff Reports	6 years	Archival	Open
S94-91-1	S94-91-1	Financial Disclosure Statements	6 years		Open- records of elected officials deputy county exec dept directors div mgrs and KC Execs admin assistant. Review required - all other

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DICR	DIAS Office of Civil Rights Enforcement (OCRE)				
S00-013-3	S00-013-3	ADA Title II Grievance Files	10 years; exceeds DOJ minimum retention requirement of 2 years	Selected Files Potentially Archival	Review Required
S00-013-7	S00-013-7	Enforcement Database	PERMANENT		Review Required
S00-013-1	S00-013-1	Fair Employment Complaints	10 years	Selected Files Potentially Archival; supersedes S8	Review Required
S00-013-5	S00-013-5	Fair Housing Grant Files	10 years	Selected Files Potentially Archival; supersedes S8	Open
S00-013-4	S00-013-4	Fair Housing Investigation Records	10 years	Selected Files Potentially Archival; supersedes S8	Review Required

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S00-013-6	S00-013-6	Physical Access Review Reports	5 years	Potentially Archival	Open
S00-013-2	S00-013-2	Public Accommodations Case Files	10 years	Selected Files Potentially Archival	Review Required

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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DIEL	DIAS Records & Elections/Elections/ Cartography
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S85-005-31	S85-005-31	Absentee Ballot Envelopes  Documentation of a registered voter's participation in elections by absentee vote	2 months; 22 months Federal Elections only		
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S85-005-33	S85-005-33	Absentee Ballot Listings  List compiled from absentee ballot envelopes which serve as proof of absentee voter participation in an election as well as status of that vote if questioned.	4 years		
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S85-005-32	S85-005-32	Absentee Ballot Requests  Requests sent in by voters for Absentee Ballots. Serves as proof of the attempt of an absentees' effort to participate in an election.	2 months; 22 months Federal Elections only		
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## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-01	S85-005-01	Absentee Ballots  Record of votes cast by registered voters from another location	2 months		
S86-193-01	S86-193-01	Affidavits of Process and Observers' Statements  Certified observers' statements which serve to verify correct and fair ballot counts.	6 years	ARCHIVAL	
S85-005-41	S85-005-41	Annexation List, Current  List of all annexations which have been approved by the King County Review Board.	3 years after last entered	SELECTED FILES POTENTIALLY ARCHIVAL	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-40	S85-005-40	Annexation List, Pending  Listing of all proposed annexations currently under review by the King County Council. Provides advance notice of possible annexations.	3 years after last entered		
S85-005-34	S85-005-34	Annexation, Precinct Alterations & Redistricting Working Files  Working papers for current cartography changes. Includes copies of ordinances, resolutions & boundary review board notes. When finalized site maps, legal descriptions, worksheets & finalization papers are transferred to relevant master file.	3 years after complete	SELECTED FILES POTENTIALLY ARCHIVAL	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-004-01	S85-004-01	Apportionments  Actual working papers which document the apportioning of election costs made to participating jurisdictions.	6 years after election	LOCATION OF OTHER COPIES: PARTIALLY IN FINANCE	
S85-005-03	S85-005-03	Ballots for Federal Office  Record of votes cast by registered voters for a federal election. Includes absentee ballots (Primary & General Elections)	22 months		
S85-005-02	S85-005-02	Ballots  Record of votes cast by registered voters for a non-federal election.	2 months		



## ***King County Record Series by Office***

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S85-005-22	S85-005-22	Cancelled Registration Cards  Record of registered voters that have been cancelled due to failure to vote.	6 years		
S85-005-04	S85-005-04	Certification of Office  Legal notice of positions opens for elections. Includes regular & judicial position.	6 years		
S85-005-15	S85-005-15	Certification of Officials and Observers  Record of authorization of legal election officials and observers.	6 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-005-20	S85-005-20	Challenge Ballots (of right to vote)  Records of votes cast in an election for which voter's registration must be investigated.	2 months; 22 months Federal Elections only		
S85-005-26	S85-005-26	Computer Orders (Requisitions for printouts)  Record of orders for computer reports	2 years		
S85-005-05	S85-005-05	Delivery Sheets & Map Report  Record of ballot which ballot pages are delivered to each polling place. Includes map report of polls.	3 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S83-165-01	S83-165-01	Deputy Registrars Oath Forms/Cards  Verifies the ongoing g activity of all deputy registrars - both active and inactive in King County	4 years after presidential election		
S85-005-14	S85-005-14	Election Working Files  Includes copies of absentee ballot lists, lists of polling places, notice of closing of registration, files, lists of poll workers, computer room reporting schedule, legal notice of election results, ballot code district report, mask punching formats, simple ballot formats, and special elections working papers.	3 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-06	S85-005-06	<p>Filings (intent to run)</p> <p>Legal record of candidate's intent to run for an elected office. Includes declaration of candidacy &amp; filing schedule, filing lists and validation requirements.</p>	6 years	SELECTED FILES POTENTIALLY ARCHIVAL	
S85-005-29	S85-005-29	<p>Initiatives &amp; Referendums &amp; Petitions</p> <p>Petitions sent for verification by election officials.</p>	Until verified		
S85-005-38	S85-005-38	<p>Map Reductions &amp; Negatives</p> <p>Reduced scale maps which document all changes to council, legislative, congressional precinct changes. Includes composite, city and town maps.</p>	PERMANENT; suggest 3 years for hard copy	MICROFILM; SELECTED FILES POTENTIALLY ARCHIVAL	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-39	S85-005-39	Maps & Overlays  Levy Code Maps, Kroll books, sepia maps.	Until superseded		
S85-005-35D	S85-005-35D	Master Files - Dissolutions & Mergers  Case files for dissolutions & mergers of precincts. Includes work sheets, legal descriptions and finalization papers.	PERMANENT	ARCHIVAL REVIEW	
S85-005-35B	S85-005-35B	Master Files - Precinct Alteration  Precinct alteration case files for each year which document yearly precinct changes. Includes site maps, legal descriptions work sheets and finalization papers for each precinct.	PERMANENT	ARCHIVAL REVIEW	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-35C	S85-005-35C	Master Files - Redistricting  Council, legislative & congressional, redistricting case files. Includes legal description work sheets, small maps and summaries.	PERMANENT	ARCHIVAL REVIEW	
S85-005-35A	S85-005-35A	Mater Files - Annexations  Annexation case files by district and city which document their annexation history. Includes a list of all annexations, site maps, legal descriptions, work sheet & finalization papers for each annexation.	PERMANENT	ARCHIVAL REVIEW	
S85-005-08	S85-005-08	Notice of Elections/Affidavits of Publication  Official record declaring that notice for an impending election has been published.	6 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-12	S85-005-12	Official Canvass  Record of official results of election	PERMANENT; recommend 6 years	ARCHIVAL	
S85-005-19	S85-005-19	Orders of Elections  Election Manager's authorization for special elections. Includes exact wording of issues & dates of election.	PERMANENT	ARCHIVAL; THESE RECORDS COMBINED PROVIDE A THOROUGH	
S85-005-21	S85-005-21	Original Registration Cards  Record of registration of current registered voters.	Until cancelled		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-005-36	S85-005-36	P.L.Z. Computer Log  Log of all changes made for precinct, levy or zip codes onto Elections database. Includes change, name of change, & employee name. Provides trail for updating of database.	5 years after last entry		
S85-005-28B	S85-005-28B	Poll & Talley Books - General Elections  Recorded proof of voting and precinct election totals. Contains a listing of signatures by registered voters.	2 years		



## ***King County Record Series by Office***

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S85-005-28C	S85-005-28C	Poll & Talley Books - Presidential Elections  Recorded proof of voting and precinct election totals. Contains a listing of signatures by registered voters.	4 years		
S85-005-28A	S85-005-28A	Poll & Talley Books - Primary and Special Elections  Recorded proof of voting and precinct election totals. Contains a listing of signatures by registered voters.	6 months; 22 months Federal Elections only		
S85-005-09	S85-005-09	Precinct Combination & Control List  Record of combined precincts & ballot format issued at each. Provides an index to official canvass.	6 years	ARCHIVAL	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-13	S85-005-13	Precinct Election - Returns  Record of official results of election by district.	3 years	SEPARATED ON OFFICIAL CANVASS	
S91-078-01	S91-078-01	Public Disclosure Forms for Candidates  Documents expense a candidate or political committee incurs during a campaign. Contains a summary of contributions received by a candidate or political committee. Includes a listing of bank deposits and cash receipts. May include a registration statement, and income and investment information for a candidate.	6 years	ARCHIVAL	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-17	S85-005-17	Records of Special Elections  Cross listing of special elections, by city, district & years. Includes issues & carried or defeated status. Provides an index to special Elections canvass.	PERMANENT	ARCHIVAL; THESE RECORDS COMBINED PROVIDE A THOROUGH	
S85-005-30	S85-005-30	Registrars Oaths  Official record of the oaths taken by these officials to fulfill their duties.	4 years after current		
S85-005-27	S85-005-27	Registration Transaction Reports (Monthly)  Record of all voter registration activity by month	4 years after Presidential election		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-005-10	S85-005-10	Signature Poll  Recorded proof of voting & precinct election totals. Contains a listing of signatures of registered voters.	3 years		
S85-005-18	S85-005-18	Special Elections (canvass for small elections)  Official canvass of results for all small elections.	PERMANENT	ARCHIVAL	
S85-005-25	S85-005-25	Transfer Requests  Record of voter registration transfer between districts	2 years		

## *King County Record Series by Office*

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S85-005-16	S85-005-16	Unofficial Printout (preliminary returns of votes)  Preliminary returns of votes cast during an election.	Until superseded by official canvass		
S85-005-07	S85-005-07	Voids in Candidacy  Notice of extended filing period due to void of candidates	6 years		
S85-005-23	S85-005-23	Voter Cancellation  Record of cancellation of voter registration due to name change, location change or death.	4 years after Presidential election		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-005-24	S85-005-24	Voter Registration Lists  List of all registered voters for each year	PERMANENT	ARCHIVAL; ON MICROFICHE	
S85-005-11	S85-005-11	Voter Registration Printout Lists  Record of total numbers	6 years		
S85-005-37	S85-005-37	Voter Registration Working Printouts  Computer generated reports of current registered voters. Includes notes on new precinct breakdowns for use in updating database.	1 year after printed		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
DIEM	DIAS (formerly Exec Admin) Emergency Management Division				
S88-060-8	S88-060-8	911 Enhancer Newsletter	5 years		Open
S88-060-9	S88-060-9	ANI/ALI Trouble and Database Error Report	6 years		Open
S88-060-11	S88-060-11	E-911 Excise Tax Records	6 years		Open
S88-060-4	S88-060-4	Emergency Service Network (ESN) Address Change Source Documents	6 years		Open
S88-060-10	S88-060-10	Enhanced 911 Implementation Records	6 years	Potentially Archival	

## *King County Record Series by Office*

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S88-060-1	S88-060-1	Master Street Address Guide (MSAG)	1 year		Open
S88-060-2	S88-060-2	MSAG Change Form	6 years		Open
S88-060-3	S88-060-3	MSAG Change Log	6 years		Open
S88-060-6	S88-060-6	PSAP and PNB Contracts	6 years		Open
S88-060-7	S88-060-7	PSAP Committee Meetings	6 years		Open
S88-060-5	S88-060-5	Public Safety Answering Point (PSAP) Records	6 years		Open



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DIIT	DIAS Information and Telecommunications Services Division				
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S85-123-2	S85-123-2	Customer Service Records	2 years		
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S85-123-1	S85-123-1	Telephone Bills	2 years		
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## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
DIRC	DIAS Records & Elections/ Records Section				
S88-067-17	S88-067-17	Auditors Fee Books	SUPERSEDED by S91-077	Superseded	Open
S91-077-1	S91-077-1	Auditors Fee Books	PERMANENT on film		Open
S88-067-9	S88-067-9	Binding Sites	PERMANENT	Obsolete	Open
S88-067-19	S88-067-19	Cash Transmittals and Receipts - Recording & Excise Tax	7 years		Open
S88-067-20	S88-067-20	Chattel Mortgages	PERMANENT	Obsolete	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S88-067-10	S88-067-10	Condominium Plans	PERMANENT		Open
S88-067-8	S88-067-8	Donation Land Claims	PERMANENT	Archival	Open
S88-067-18	S88-067-18	Excise Tax Affidavits	SUPERSEDED by S91-077	Superseded	Open
S91-077-2	S91-077-2	Excise Tax Affidavits	PERMANENT on film	Local Records Committee memo suggests reducing fro	Open
S88-067-26	S88-067-26	Excise Tax Refund Records	6 years		Open
S88-067-21	S88-067-21	Federal Tax Liens	6 years	Obsolete	Open

## *King County Record Series by Office*

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S88-067-2	S88-067-2	Filings	10 years	State has copies pre-1971 for Corporate Filings	Open
S88-067-28	S88-067-28	Film Production Log	PERMANENT	Hard Copy destroyed after microfiche created	
S88-067-14	S88-067-14	General Indexes	PERMANENT	Being microfilmed as of 3/1988	Open
S88-067-1	S88-067-1	General Recordings	PERMANENT	Archival	Open
S88-067-16	S88-067-16	Grantor/Grantee Index Daily Printouts	1 month	Destroyed Monthly	Open
S88-067-15	S88-067-15	Grantor/Grantee Indexes	PERMANENT	Microfiche	Open

## *King County Record Series by Office*

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S88-067-22	S88-067-22	King County Tax Liens and Releases	6 years after audit		Open
S88-067-6	S88-067-6	Land Corner Records	PERMANENT		Open
S88-067-23	S88-067-23	Lien Searches	6 years		Open
S93-049-01	S93-049-01	Miscellaneous Filings  Includes chattel mortgage filings, conditional sales contract, lien satisfaction filing, and order of sale, bulk sales affidavits, and chattel liens.	6-9 years	INDEXES FOR THESE RECORDS HAVE BEEN TRANSFERRED TO	
S88-067-3	S88-067-3	Miscellaneous Indexes	PERMANENT	Microfiche & Hard Copy	Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S88-067-25	S88-067-25	Monthly Excise Tax Disbursement Records	6 years after audit		Open
S88-067-11	S88-067-11	Planned Unit Developments	PERMANENT		Open
S88-067-4	S88-067-4	Plats	PERMANENT		Open
S88-067-29	S88-067-29	Public Disclosure Forms	6 years	Elected Officials Dept Directors Div Mgrs Deputy C	Open
S88-067-12	S88-067-12	Registered Instruments (Torrens Act)	PERMANENT	Archival; Microfilm	Open
S88-067-24	S88-067-24	Returns by Month	6 months		

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S88-067-5	S88-067-5	Short Plats	PERMANENT		Open
S88-067-7	S88-067-7	Survey Field Notes	PERMANENT	Archival	Open
S88-067-13	S88-067-13	Torrens Act Logs	PERMANENT	Archival	Open
S88-067-27	S88-067-27	Witnessing - Notary Publics	6 years		

## *King County Record Series by Office*

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DIRE	DIAS Records & Elections/ Records Management/ Public Disclosure				
S88-085-5	S88-085-5	Accession Log	PERMANENT		Open
S88-085-12	S88-085-12	Archival Records Transmittals	PERMANENT		Open
S93-055-7	S93-055-7	Archive Records Transmittal and Transfer Agreement (SSA-1C)	PERMANENT		Open
S88-085-8	S88-085-8	Daily In/Out Log - Records Center	PERMANENT		Open
S93-055-5	S93-055-5	Destruction Authorization	PERMANENT		O



## ***King County Record Series by Office***

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S88-085-1	S88-085-1	Executive Orders Policy & Procedures Administrative Policies & Procedures	PERMANENT	Archival	Open
S88-085-9	S88-085-9	File and Micrographic Equipment Approvals	4 years	Obsolete	Open
S88-085-3	S88-085-3	King County Records Retention Schedule and Disposition Authorization	PERMANENT	Archival	Open
S88-085-11	S88-085-11	Microfilm Specifications	While Current		Open
S93-055-6	S93-055-6	Public Disclosure Requests	6 years		Open with Deletions

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S88-085-10	S88-085-10	Quality Control Approval Forms	4 years	Obsolete	Open
S88-085-4	S88-085-4	Records Destruction Log and Notices	10 years after records destroyed		Open
S88-085-2	S88-085-2	Records Inventories and Surveys	While Current		Open
S88-085-6	S88-085-6	Records Transmittals	PERMANENT		
S88-085-7	S88-085-7	RRPD Records Retention/ Public Disclosure Outline	5 years		Open

## *King County Record Series by Office*

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DIRM	DIAS Risk Management				
DRAFT 004	DRAFT 004	Daily Claims Transmittals			
DRAFT 002	DRAFT 002	Incident Reports	21 years	SUPERSEDES S85-058.04	Review Required
DRAFT 005	DRAFT 005	Loss Run Summary			
S93-055-8	S93-055-8	Microfilm Transmittal (SSA-1B)	PERMANENT		Open
DRAFT 001	DRAFT 001	Risk Management Claim Case Files - CLOSED	21 years	SUPERSEDES S89-037.2 2A 3 3A (METRO SCHEDULES AND	Review Required

## *King County Record Series by Office*

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DRAFT 007	DRAFT 007	Risk Management CLOSED Lawsuits/Litigation	5 years after settlement		
DRAFT 003	DRAFT 003	Risk Management Insurance Policies			
DRAFT 006	DRAFT 006	Subrogation Case Files			

## ***King County Record Series by Office***

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DITO	DIAS (formerly King County/Systems Services Div) Technology & Operations				
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S83-162-1	S83-162-1	Status Reports	1 year		
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## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
DNEH	DNR (formerly King County Metropolitan Services) Environmental Health Industrial Waste				
S94-083-3	S94-083-3	Business Files (contacts to assist small business and households with hazardous waste handling practices)	6 years	Selected Files Potentially Archival	Delay response
S94-083-6	S94-083-6	Individual Files	Life of Project		Delay response
S94-083-4	S94-083-4	Investigative Files	6 years	Selected Files Potentially Archival	Delay response
S94-083-2	S94-083-2	Pre-Project Files	2 years	Selected Files Potentially Archival	Open with deletions
S94-083-1	S94-083-1	Project Files	6 years after project completion	Selected Files Potentially Archival	Open with deletions

## *King County Record Series by Office*

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S94-083-7	S94-083-7	Public Advisory Committee	5 years then transfer to Archives	Selected Files Potentially Archival	Open
S94-083-5	S94-083-5	Team Files	Life of Project	Archival	Delay response

## *King County Record Series by Office*

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DNRM	DNR (formerly Public Works) Commission for Marketing				
S96-013-1	S96-013-1	CMRM Program Implementation Files	7 years	Archival	Open
S96-013-2	S96-013-2	CMRM Program Operational Files	7 years	Review Required on statistics from private business	Open
S96-013-3	S96-013-3	CMRM Promotional/ Educational Materials	7 years	Archival	Open



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DNSR	DNR Surface Water Management				
S96-017-9	S96-017-9	Basin Plan CIPs - CLOSED	10 years after project completion	Selected Files Archival	Open
S96-108-8	S96-108-8	Basin Planning Data Files	10 years after project completion	Archival	Open
S96-108-7	S96-108-7	Basin Reconnaissance Files	7 years	Archival	Open
S96-108-6	S96-108-6	Basin Steward Operation Files	7 years	Archival	Open
S96-108-5	S96-108-5	Basin/Watershed Management Evaluation	5 years	Selected Files Archival	Open
S96-019-10	S96-019-10	Cash Receipts for SWM Sales	4 years		Open

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S96-019-7	S96-019-7	Characteristic File Input Form for SWM Accounts	6 years		Open
S96-017-3	S96-017-3	Claims/Lawsuits	PERMANENT	Photos - Archival; suggest microfilm with 10 year	Review Required
S96-019-1	S96-019-1	Community Stewardship Files	5 years	Archival; State suggests 6 years	Open
S96-019-2	S96-019-2	Community Stewardship Grants	7 years	Selected Files Archival	Open
S96-016-2	S96-016-2	Complaint/Concern Forms	5 years		Open
S96-017-1	S96-017-1	Drainage Complaints	PERMANENT	Photos - Archival; suggest microfilm with 10 year	Open

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S96-108-9	S96-108-9	Drainage Studies and Analysis	10 years after project completion	Archival	Open
S96-017-11	S96-017-11	Ecological Services Project Files	10 years after project completion	Selected Files Archival	Open
S96-019-15	S96-019-15	Emergency Maintenances	6 years	Archival	Open
S96-019-14	S96-019-14	Flood History Reports	6 years	Archival	Open
S96-019-13	S96-019-13	Flood Warning Center	6 years	Archival	Open
S96-014-1	S96-014-1	Green River Basin Program	10 years	Archival	Review Required

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-108-11	S96-108-11	Hydrologic Models	10 years after project completion	Selected Files Archival	Open
S96-016-1	S96-016-1	Issue Papers	3 years	Archival	Open
S96-108-13	S96-108-13	Lakes Program	10 years after project completion	Potentially Archival; Water Quality maintains righ	Open
S96-019-4	S96-019-4	Manual/Automated SWM Account Refund	6 years on letter and documentation; OFM material while current		Open
S96-108-1	S96-108-1	Mitigation/Banking Files	5 years after all bank credits have been purchased	Archival	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-019-6	S96-019-6	On-Line Adjustment Forms for SWM Accounts	6 years		Open
S96-017-4	S96-017-4	Operational Drainage Plain Areas	10 years after project completion	Archival	Open
S96-019-3	S96-019-3	Overpayment Statements for SWM Accounts	6 years		Open
S96-017-5	S96-017-5	PMD Large CIPs - CLOSED	10 years after project completion	Selected Files Archival	Open
S96-017-6	S96-017-6	PMD Small CIPs - CLOSED	10 years after project completion	Selected Files Archival	Open
S96-019-9	S96-019-9	Purged SWM Accounts	10 years	Must arrange for environmentally stable storage.	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-108-3	S96-108-3	Rain Gauge Monitoring	6 years		Open
S96-019-5	S96-019-5	Rate Adjustment Request for SWM Commercial Accounts	6 years		Open
S96-017-8	S96-017-8	River CIPs - CLOSED	10 years after project completion	Selected Files Archival	Open
S96-014-2	S96-014-2	River Management Project Files	10 years	Archival; supersedes S80- 178.01	Review Required
S96-017-7	S96-017-7	Roads Drainage CIPs - CLOSED	10 years after project completion	Selected Files Archival	Open
S96-108-2	S96-108-2	Stream Flow Data	6 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-019-8	S96-019-8	Surface Water Management ARMS Reports	6 years*	*Not on microfiche at ARMS	Open
S96-019-18	S96-019-18	SWM Geographical Information System	Daily Weekly Monthly - until superseded		Open
S96-019-17	S96-019-17	SWM LAN Backup Documenta- tion	Until superseded	Send one copy to Records Management	Open
S96-019-16	S96-019-16	SWM Local Area Network (LAN)	Daily until super- seded; Weekly until superseded; Quarterly 2 years	Need to arrange for long- term storage in an enviro	Open
S96-017-10	S96-017-10	SWM Plans and Profiles	10 years after project completion	Selected Files Archival	Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-015-1	S96-015-1	SWM Program Development Project Files	Background materials - 5 years after project completion	Final Report/Study/Plan Archival	Open
S96-019-12	S96-019-12	SWM Retention/Detention Facility Files	Life of Facility + 6 years		Open
S96-019-11	S96-019-11	Technical Services Project Files	10 years after project completion	Potentially Archival; maintains right to review in	Open
S96-017-2	S96-017-2	Water Quality Complaints	PERMANENT	Photos - Archival; suggest microfilm with 10 year	Open
S96-108-12	S96-108-12	Water Quality Project Files	7 years after completion of project	Selected Files Archival	Review Required
S96-108-4	S96-108-4	Water Sample Collection	6 years		Open



## *King County Record Series by Office*

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S96-108-10	S96-108-10	Watershed Mgmt Policy Files	10 years after policy completed	Archival	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
DNSW	DNR Solid Waste				
S96-006-10	S96-006-10	13 Reports (load verification; who what when permits etc.)	6 years	Supersedes S86-082.04 & .05	Open
S83-041-1	S83-041-1	Accounts Payable Pos Requisitions & Vouchers	SUPERSEDED - SEE NOTE	Superseded by S96-009.1	Open
S83-041-2	S83-041-2	Accounts Receivable	SUPERSEDED - SEE NOTE	Superseded by S96-009	Open
S83-041-3	S83-041-3	Administrative Files	SUPERSEDED - SEE NOTE	Superseded by S96-010.1	Open
S96-008-2	S96-008-2	Annual Report Files	Background material until final report is published; Final Report - 5 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-006-5	S96-006-5	Assigned Vehicle Logs	2 years	KC is audited yearly; 2 years is fine.	Open
S96-009-12	S96-009-12	Bank Account Statements	6 years	Supersedes S83-041.4; See GS50-03B-03 7/01.	
S96-009-11	S96-009-11	Bank Receipts	6 years	Supersedes S83-041.4; See GS50-03B-02.	
S83-041-4	S83-041-4	Bank Receipts & Deposits	SUPERSEDED - SEE NOTE	Superseded by S96-009.11	Open
S96-011-2	S96-011-2	Briefing Point Papers	1 year	Archival Review Required	Open
S83-041-8	S83-041-8	Budget Data	SUPERSEDED - SEE NOTE	Superseded by General Schedules	Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-006-30	S96-006-30	Building Removal Projects	7 years		Open
S83-041-5	S83-041-5	Cash Clearing Accounts	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open
S83-041-9	S83-041-9	Cash Register Tapes	SUPERSEDED - SEE NOTE	Superseded by S96-009.01	Open
S86-082-1	S86-082-1	Cash Register Tapes	SUPERSEDED - SEE NOTE	Superseded by S96-009.01	Open
S86-082-11	S86-082-11	Cashiers Drop Slips	SUPERSEDED - SEE NOTE	Superseded by S96-009.01	Open
S96-006-8	S96-006-8	Change Fund Order Forms	6 years	Supersedes S87-177.6 and S86-082.02	Open

## *King County Record Series by Office*

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S82-177-1	S82-177-1	Change Order Forms	SUPERSEDED - SEE NOTE	Superseded by S96-006.08	Open
S86-082-2	S86-082-2	Change Order Forms	SUPERSEDED - SEE NOTE	Superseded by S96-006.08	Open
S83-041-6	S83-041-6	Change Register	SUPERSEDED - SEE NOTE	Sueprseded by S96-009.8	Open
S83-041-28	S83-041-28	CIP Capital Improvement Program and Grant Funds	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open
S96-007-10	S96-007-10	City of Seattle Assistance Program Files	6 years	Archival Review	Open
S96-008-4	S96-008-4	Community Involvement Program	5 years	Archival Review	

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S96-011-1	S96-011-1	Complaints/Concerns Correspondence	6 years		Open
S96-008-1	S96-008-1	Comprehensive Plan Files	Background material until final report is published; Final Report - 5 years	Final Report Archival	
S83-041-10	S83-041-10	Consulting Files	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open
S96-007-6	S96-007-6	Contractor Invoices - WR/R	6 years	Purchasing has final invoice for payment.	Open
S96-007-5	S96-007-5	Contractor Monthly Progress Reports - WR/R	6 years	Archival	Open

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S83-041-11	S83-041-11	Customer Survey & Weight Study	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open
S83-041-13	S83-041-13	Daily Activity/Detail Reports	SUPERSEDED - SEE NOTE	Superseded by S96-009.04	Open
S82-177-2	S82-177-2	Daily Cash Summaries	SUPERSEDED - SEE NOTE	Superseded by S96-009.01	Open
S86-082-3	S86-082-3	Daily Cash Summaries	SUPERSEDED - SEE NOTE	Superseded by S96-006.01	Open
S83-041-15	S83-041-15	Daily Cash Summary & Voided Transactions	SUPERSEDED - SEE NOTE	Superseded by S96-009.01	Open
S83-041-14	S83-041-14	Daily Gas & Oil Reports	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open

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S96-006-24	S96-006-24	Daily Groundwater Extraction Well Sheet	Daily Readings - while current; Compilation Report - PERMANENT	Suggest microfilm with 5 year retention of hardcop	Open
S96-006-23	S96-006-23	Daily Leachate Extraction Well Sheet	Daily Readings - while current; Compilation Report - PERMANENT	Suggest microfilm with 5 year retention of hardcop	Open
S86-082-5	S86-082-5	Daily Load Logs Customer	SUPERSEDED - SEE NOTE	Superseded by S96-006.10	Open
S86-082-4	S86-082-4	Daily Load Logs Trucks	SUPERSEDED - SEE NOTE	Superseded by S96-006.10	Open
S96-006-13	S96-006-13	Daily Load Report/Asbestos Log	PERMANENT	Suggest Microfilm with 5 year retention of hardcop	Open



## *King County Record Series by Office*

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S96-006-12	S96-006-12	Daily Load Tickets	3 years	Supersedes S83-041.21 and S86-082.06	Open
S86-082-6	S86-082-6	Daily Load Tickets Driver	SUPERSEDED - SEE NOTE	Superseded by S96-006.12	Open
S96-006-14	S96-006-14	Daily Report/Asbestos & Waste	COM - PERMANENT Hardcopy while current		Open
S83-041-12	S83-041-12	Daily Reports Admin	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open
S86-082-7	S86-082-7	Daily Reports and Tachometer Charts Operators	SUPERSEDED - SEE NOTE	Superseded by S96-006.11	Open
S96-006-19	S96-006-19	Daily Supply Disbursement Logs	Hardcopy - 1 month	Auditor required retention	Open

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S86-082-8	S86-082-8	Daily Time Slips/Time Cards Employees	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open
S96-006-9	S96-006-9	Daily Trip Status Reports	3 years	Supersedes S86-082.07	Open
S96-006-17	S96-006-17	Daily Work Log	Hardcopy - 1 month		Open
S83-041-7	S83-041-7	Deposit & Bank Statements	SUPERSEDED - SEE NOTE	Superseded by S96-009.12	Open
S96-006-4	S96-006-4	Drug/Alcohol Acknowledgement of Receipt	After termination of employee		Open
S96-006-2	S96-006-2	Drug/Alcohol Testing Program Files	5 years	Archival	Open

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S96-006-3	S96-006-3	Drug/Alcohol Testing Results (Positive)	5 years	Required by 49 CFR Part 382.401(b)(1) and (b)(3).	CLOSED
S83-041-29	S83-041-29	EISs Final & Draft	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open
S96-006-6	S96-006-6	Employee Development Files (Training Information & Logs)	2 years		Open
S83-041-16	S83-041-16	EMS Reports	SUPERSEDED - SEE NOTE	Superseded	Open
S83-041-18	S83-041-18	Equipment Inventory & Bids	SUPERSEDED - SEE NOTE	Duplicates	Open

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<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-006-33	S96-006-33	Equipment Management System (EMS) and Facilities Management System (FMS)	Daily & Weekly - until superseded; Monthly - 1 year; Monthly Year-End - 3 years; Final Tape - 6 years. Reports - while current.		Open
S96-006-15	S96-006-15	Equipment Work Request Forms	Hardcopy - 1 month		Open
S83-041-17	S83-041-17	Expenditures & Purchases	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open
S96-007-7	S96-007-7	Hazardous Waste Contractor Invoices	PERMANENT	Suggest microfilm and 10 year retention on hardcop	Open
S96-006-7	S96-006-7	Hold Harmless Agreements	10 years		Open

## ***King County Record Series by Office***

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S96-009-7	S96-009-7	Inbound/Outbound Report	6 years		
S96-009-19	S96-009-19	Internal Contract Audits for Solid Waste Sections	6 years		Solid Waste retains the right to remove exempted items.
S96-009-17	S96-009-17	Internal Purchase Requisitions	3 years		
S96-009-15	S96-009-15	Invoice Statements for Charge Account Customers/Solid Waste	3 years + audit		
S96-009-3	S96-009-3	Key Punch Input Sheets for Solid Waste Billing	6 years		
S86-082-10	S86-082-10	Labor Collection Input Sheets	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open

## *King County Record Series by Office*

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S83-041-19	S83-041-19	Labor Distribution & Cost Summary Reports	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open
S96-006-18	S96-006-18	Labor Input Collection Sheet (EMS time card; labor on equip for work history)	Hardcopy - 1 month	Supersedes S86-082.10	Open
S96-006-28	S96-006-28	Landfill Gas Field Log Book	20 years	Archival	Open
S96-006-29	S96-006-29	Landfill Gas Reports	Weekly reports - while current; Monthly reports - 5 years		Open
S96-006-27	S96-006-27	Leachate Hauling Reports	Daily reading - while current; Compilation report - PERMANENT	Suggest microfilm with 5 year retention of hardcop	Open

## *King County Record Series by Office*

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S83-041-20	S83-041-20	Ledger Cards	SUPERSEDED - SEE NOTE	Superseded by S96-009.13	Open
S96-009-13	S96-009-13	Ledger Cards (records of charges to users of transfer sites. Cards obsolete now.	6 years but OBSOLETE NOW	Supersedes S83-041.20; OBSOLETE	
S83-041-21	S83-041-21	Load Tickets Daily	SUPERSEDED - SEE NOTE	Superseded by S96-009.12	Open
S96-006-22	S96-006-22	Meter Readings	Daily Readings - while current; Compilation Reports - 5 years		Open
S83-041-27	S83-041-27	Miscellaneous General Correspondence	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open

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S83-041-22	S83-041-22	Monthly Detail Reports	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open
S83-041-23	S83-041-23	Monthly Reports Deposits and Transfers	SUPERSEDED - SEE NOTE	Obsolete 12/95	Open
S96-009-2	S96-009-2	Non-Pays at Solid Waste Sites	6 years		
S96-009-9	S96-009-9	NSF Checks	Original check if paid <90 days - 6 years; Copy of check & letter sent to OFM for collection - 6 years		CLOSED
S83-041-24	S83-041-24	Personnel Files	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open



## ***King County Record Series by Office***

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S96-006-34	S96-006-34	Petrovend Fueling System (track and monitor fueling transactions); transaction & history files	Transaction Files - 1-3 days; History Files Tape - until superseded; Reports - while current.	State comment should be six years. KC Comment see	Open
S96-007-3	S96-007-3	Program Implementation Files - WR/R	6 years	Archival	Open
S96-007-4	S96-007-4	Program Operation Files - WR/R	6 years	Archival	Open
S96-008-5	S96-008-5	Public Information Program	5 years	Archival Review	
S96-009-4	S96-009-4	PWB Daily Detail Report (200 Series)	Printout - 2 months; Microfiche - PERM	Supersedes S83-041.13	

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S96-009-5	S96-009-5	PWB Monthly Detail Reports (300 Series)	Printout - 2 months; Microfiche - 6 years		
S96-009-6	S96-009-6	PWB Monthly Detail Reports (400 Series)	6 years		
S96-006-25	S96-006-25	Residential Customer Equivalence Reports (to determine monthly billings)	6 years		Open
S96-009-20	S96-009-20	Scalehouse Video Monitoring Tapes	3 years	REVIEW REQUIRED	
S96-009-1	S96-009-1	Site Daily Cash Summary	6 years	Supersedes S83-041 Items 4 9 15; S82-177.7 and S86	
S96-009-18	S96-009-18	Site Visits	6 years	See GS50-03F-02	

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S96-011-3	S96-011-3	Solid Waste Advisory Committee	6 years	Archival	Open
S96-009-14	S96-009-14	Solid Waste Customer Charge Account Files	6 years after account CLOSED	REVIEW REQUIRED	
S96-006-20	S96-006-20	Standardized Petroleum Inventory Control Form (daily testing to monitor petrol in UG tanks)	10 years		Open
S96-009-10	S96-009-10	Storm Debris Tickets	6 years		
S96-008-3	S96-008-3	Studies & Analysis	Background Material - 5 years or until final report is published; Final Report - 5 years	Final Report Archival; Review Necessary	

## ***King County Record Series by Office***

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S96-006-31	S96-006-31	System Implementation Files (EMS TMT FMS)	5 years after system is obsolete		Open
S96-006-11	S96-006-11	Tac-O-Charts (Speed-O- Graphs)	5 years	Supersedes S86-082.07	Open
S96-007-8	S96-007-8	Teachers Workshop Files	5 years	Archival Review	Open
S86-082-9	S86-082-9	Time Sheets Daily aka Semi- Monthly Time Sheets or Payroll Sheets	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open
S96-006-21	S96-006-21	Tire Inventory Cards (tire history)	4 years after disposal of tire		Open
S83-041-26	S83-041-26	Tonnage & Load Reports	SUPERSEDED - SEE NOTE	Superseded by S96-009.09 .10	Open

## ***King County Record Series by Office***

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S96-009-8	S96-009-8	Transaction Summary Report	6 years		
S96-006-32	S96-006-32	Transfer Station and Landfill Operating Guidelines	Life of Facility + 30 years; 3 years for background material	Review Required; Final Plan Archival	Open
S83-041-25	S83-041-25	Transmission Sheets & Statement	SUPERSEDED - SEE NOTE	Superseded by S96-009.15	Open
S96-009-16	S96-009-16	Trip Tickets	3 years		
S96-007-9	S96-007-9	Waste Reduction/Recycling Videos	5 years	KC produced videos are Archival	Open
S96-006-26	S96-006-26	Wastewater Discharge Self- Monitoring Report	10 years		Open

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S96-006-16	S96-006-16	Work Order	Hardcopy - 1 month		Open
S96-006-1	S96-006-1	Work Schedules	6 years		Open
S96-007-2	S96-007-2	WR/R Education Material	6 years	Archival	Open
S96-007-1	S96-007-1	WR/R Promotional Material	6 years	Archival	Open

## *King County Record Series by Office*

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<hr/>					
DNSW,DNSWE	DNR Solid Waste, DNRP-Solid Waste-Engineering				
S96-010-12	S96-010-12	CDL Technical Assistance Program  Audit and monitor CDL job sites to determine material being generated. Assistance will be provided regarding how to set up recycling, storage of materials, and education of job site employee. Dollars for Data is included in this program. Files may consist of bids, correspondence, case study, survey field notes and research.	5 years	ARCHIVAL	Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-010-22	S96-010-22	Chain of Custody Form  Used to track samples of ground water, surface water and leachate/soil form time taken in field to testing laboratory. Signed by person drawing sample and person receiving sample in lab. Includes sample ID#, date, time, project, constituents to be analyzed and person signing.	6 years	SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT	Open
S96-010-10	S96-010-10	Construction Site Inspections  Inspections of construction and demolition jobsites to verify materials are being directed to appropriate facilities and to investigate illegal dumping problems. Includes notes, field sheets, phone notes, letters, photographs and correspondence.	PERMANENT	SUGGEST MICROFILM WITH 5 YEAR RETENTION OF HARD COP	Open



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-010-03	S96-010-03	<p>Custodial Landfill and Landfill Closure Files</p> <p>Monitoring activities and environmental events at closed custodial landfills (closed prior to 1980) and landfills (closed after 1980). Contain reports, monitoring data, correspondence and statistical data as required per 1980 WAC regarding the closure of landfills.</p>	<p>Hardcopy - 40 years after closure; Microfilm - PERMANENT</p>	<p>HARDCOPY - ARCHIVAL; STATE REQUIRES 30 YEAR MONITO</p>	Open
S96-010-21	S96-010-21	<p>Environmental Monitoring Reports</p> <p>Results of Solid Waste monitoring data. Quarterly compilation of field records prepared by the Field Engineering Unit of Engineering Service. Includes information from ground water, surface water, leachate, and waste water sampling sheets, laboratory quality test results, gas data, weather station data, leachate hauling report, and ground water well flow data.</p>	<p>Hardcopy - 5 years; Microfilm - PERMANENT</p>	<p>SELECTED FILES POTENTIALLY ARCHIVAL SECONDARY COP</p>	Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-010-20	S96-010-20	<p>Environmental Testing Results</p> <p>Results of test on surface water, ground water, and leachate sample from field sites. Used as a resource in construction design relative to environmental requirements (i.e. storage, treatment, handling of flow). Includes quarterly and monthly reports prepared and signed off by contracting lab and chain of custody form (originates at Field Engineering Unit and accompanies samples to lab).</p>	<p>Hardcopy - 5 years; Microfilm - PERMANENT</p>	<p>SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT</p>	Open
S96-010-26	S96-010-26	<p>Field Books</p> <p>Daily log used by Field Engineering Unit at landfills and transfer stations to note field observations. Includes information on locations, levels, and settlement information. Used to help in preparation of maps or surveys.</p>	PERMANENT		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-010-19	S96-010-19	Gas Monitoring/In-Home Gas Testing Sheets  Used to record levels of O2, CH4, pressure, CO2, temperature, barometric pressure at gas wells and in homes located near landfills.	Hardcopy - 15 years; Microfilm - PERMANENT	SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT	Open
S96-010-15	S96-010-15	Gound Water Level Record  Use to record water depth of wells at active/non-active landfills owned/operated by King County Solid Waste. Includes PVC elevation, depth to water, time and station remarks.	6 years	SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT	Open

## *King County Record Series by Office*

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S96-010-13	S96-010-13	Groundwater Field Sampling Sheet  Used by Field Engineering Unit to track data when sample is done. Includes well field water quality parameters, number of samples, what analysis is to be done, notes and custody.	6 years	SECONDARY COPY IN FIELD ENGINEERING UNIT AND LANDF	Open
S96-010-05	S96-010-05	Landfill and Transfer Station Design Drawings  Plans for buildings, improvements, underground systems, etc. for sites owned and operated by Solid Waste. Includes blueprint and Mylar drawings.	Life of Facility + 10 years	ARCHIVAL	Open

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S96-010-27	S96-010-27	Landfill and Transfer Station Survey Files  Used to provide information on landfills or sites. Includes such items a sketches, maps, field notes, volume calculations, and volume of landfill.	PERMANENT	ARCHIVAL	Open
S96-010-04	S96-010-04	Landfill/Transfer Station Historical Files  Contains background information on landfills and transfer stations. Deed, contracts, original surveys, maps plans for building, right- of-ways, and legal descriptions.	30 years after closure of landfill; Microfilm - PERMANENT.	ARCHIVAL	Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-010-23	S96-010-23	<p>Leachate Soluble Sulfide Sampling Record</p> <p>Used to document gather of leachate sample for in-house testing by Field Engineering Unit. Includes samples and analysis results.</p>	6 years	SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT	Open
S96-010-07	S96-010-07	<p>Load Check Logs</p> <p>Done at sites, transfer stations, and landfills to check loads for unacceptable waste. Can be done at a distance, walk by or full screen. If unacceptable waste is found the checkers will complete an unacceptable waste form. Includes logs from sites, results and notes.</p>	PERMANENT	SUGGEST MICROFILM WITH 5 YEAR RETENTION OF HARD COP	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-010-25	S96-010-25	Pond Elevations Sheet  Daily log of water level fluctuations at surface water and leachate retention ponds. Used for assessment of water collection systems.	10 years		Open
S96-010-01	S96-010-01	Solid Waste Facility Files  General materials relating to County owned and operated drop boxes, sites, transfer stations, and landfills. Includes correspondence, public inquiries, invoices, projects, reports and miscellaneous information regarding the site.	6 years	ARCHIVAL	Open

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S96-010-24	S96-010-24	Starlog Field Sheet  Monitors filed conditions at surface water stations on and off site. Prepared by Field Engineering Unit.	10 years	SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT	Open
S96-010-17	S96-010-17	Static Water Levels in Gound Water Well/around GWEWs  Purpose is to track draw down in ground water monitoring wells located near Eastside ground water extraction system. Contains information on water levels.	6 years	SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT	Open
S96-010-14	S96-010-14	Surface Water/Leachate Field Sampling Sheets  Used to record sample data in the field. Includes same information as Ground Water Field Sampling Sheets.	6 years	SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT	Open



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-010-02	S96-010-02	<p>Surplus Property (Undeveloped)</p> <p>Contains materials relating to property owned by Solid Waste but not being used for transfer stations or landfills. Includes deeds, reports, rental agreements, and inquiries about property.</p>	20 years after sale of property	ARCHIVAL	Open
S96-010-08	S96-010-08	<p>Unacceptable Waste Forms</p> <p>Form is sent to generator or given to hauler when they are caught disposing of unacceptable waste at a King County landfill or transfer station. Contains report, follow-up form, warning letter, and actions taken against generator if any.</p>	PERMANENT	SUGGEST MICROFILM WITH 5 YEAR RETENTION OF HARD COP	Open

## *King County Record Series by Office*

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S96-010-16	S96-010-16	V-notch Weir Monitoring Form  Purpose is to keep tack of off-site surface water flow from station V-Notch. Includes height of flow over weir.	6 years	SECONDARY COPIES LOCATED IN FIELD ENGINEERING UNIT	Open
S96-010-11	S96-010-11	Waste Characterization Study  Studies at selected CDL receiving facilities to determine disposal patterns, quantity, and specific categories of CDL material being disposed. Used to target materials with potential for recycling. May include consultant contract, invoices, survey forms, and report.	5 years	FINAL REPORT - ARCHIVAL	Open

## ***King County Record Series by Office***

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S96-010-06	S96-010-06	<p>Waste Clearance Forms</p> <p>Application form for outside generators wishing to dispose of waste at County-owned and operated sites. Used to verify type and amount of waste and screen material entering landfill. Includes application and issue form.</p>	PERMANENT	SUGGEST MICROFILM WITH 5 YEAR RETENTION OF HARD COP	Open
S96-010-09	S96-010-09	<p>Waste Handling Service Files</p> <p>Files contain information on contracts with private companies which provide information on receiving facilities for all non-recyclable Construction, Demolition and Land Clearing (CDL) waste produced in King County, CDL unit provides assistance to developers in regards to using these facilities for disposal. Includes contract, tonnage reports, flow control, correspondence, design drawings, and guidelines.</p>	PERMANENT	SUGGEST MICROFILM WITH 6 YEAR RETENTION OF HARD COP	Open

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S96-010-18	S96-010-18	<p>Weather Station Data</p> <p>Used to track local weather conditions. Includes rainfall, temperature, barometric pressure, wind speed, wind direction, and maximum wind gusts. (Computer printouts)</p>	6 years	<p>SELECTED FILES POTENTIALLY ARCHIVAL SECONDARY COP</p>	Open

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DNWL	DNR Water and Land Environmental Lab				
S00-028-6	S00-028-6	Hazardous Waste Disposal Records	50 years	Retention required by Resource Conservation and Re	Open?
S00-028-2	S00-028-2	Lab Quality Assurance	10 years		Open
S00-028-1	S00-028-1	Lab Raw Data	10 years		Open
S00-028-3	S00-028-3	Project Files	10 years	Potentially Archival per State Archivist	Open
S00-028-5	S00-028-5	Quality Assurance Records	10 years		Open
S00-028-7	S00-028-7	Safety Records	PERMANENT	Retention required by Occupational Safety and Heal	Open?

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S00-028-4	S00-028-4	Sample Management Records	10 years		Open

## *King County Record Series by Office*

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DNWT	DNR Water Treatment				
S89-170-2	S89-170-2	Accounting Files	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	
S88-191-2	S88-191-2	Administrative Files	5 years (3 yrs State)	Pot Archival	Delay response
S89-145-2	S89-145-2	Annual Reports	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives
S88-191-6	S88-191-6	Capital Assets (Equipment and Property Records)	Length of ownership + 3 years	Pot Archival	
S89-149-2	S89-149-2	Committee Files	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open

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S89-145-5	S89-145-5	Consultant Contract Coordination Files	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	
S88-191-3	S88-191-3	Contract/Consultant Files	3 years after final expenditure + audit	Pot Archival	
S88-191-1	S88-191-1	Correspondence	5 years (3 yrs State)	Pot Archival	Delay response
S89-170-4	S89-170-4	Council/Committee Records	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	
S88-191-4	S88-191-4	Financial Records	3 years after final expenditure + audit for contract and grant- related documents.	Pot Archival	



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S89-145-1	S89-145-1	Gen Administrative Files	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives
S89-149-1	S89-149-1	General Administrative Records	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open
S89-170-1	S89-170-1	General Correspondence	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives
S89-170-3a	S89-170-3a	Grant Strategy Book	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	
S89-170-3	S89-170-3	Grants	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	

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S89-149-3	S89-149-3	Local Agency Affairs Files (contracts reports agreements support documents from coordination with sewer districts cities towns etc.	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules	Open
S89-145-4	S89-145-4	PreDesign Reports	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives
S88-191-5	S88-191-5	Project Files	3 years	Pot Archival	Delay response
S89-145-3	S89-145-3	Project Reports	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives
S88-191-8	S88-191-8	Public Information/Relations	Until obsolete		

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S88-191-7	S88-191-7	Research/Reference	Until obsolete	Pot Archival	
S96-012-2	S96-012-2	Sewer District Divestment Files	20 years	Archival	
S96-012-4	S96-012-4	Sewer Utility Financial Files	7 years	Selected Files Archival	
S96-012-1	S96-012-1	Sewer Utility General Files	20 years	Archival	
S96-012-3	S96-012-3	Sewer Utility Projects/Studies	10 years	Archival	
S89-149-4	S89-149-4	Working Files local agency special projects	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedules; Selected files	Open

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DTRC	DOT (formerly Public Works) Records Center				
S96-111-5	S96-111-5	Permits - Surface Water Management	Hardcopy - 7 years; Microfilm - PERMANENT	Selected Files Potentially Archival; Permit types	Open
S96-111-2	S96-111-2	Plats - CLOSED Recorded and Accepted	Hardcopy - 8 years; Microfilm - PERMANENT	Archival; supersedes S83-138.10	Open
S96-111-1	S96-111-1	Preliminary Plat Files (unrecorded)/Dead Plat Files	Hardcopy - 5 years; Microfilm - PERMANENT	Selected Files Potentially Archival; supersedes S8	Open
S96-111-6	S96-111-6	Road Plats - Bound Volumes	Hardcopy - 30 years	Archival; suggest microfilming the maps that are n	Open

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S96-111-3	S96-111-3	Short Plat Files (unrecorded)/ Dead Short Plat Files	Hardcopy - 8 years; Microfilm - PERMANENT		Open
S96-111-4	S96-111-4	Short Subdivisions and Plats	Hardcopy - 8 years; Microfilm - PERMANENT	Potentially Archival; supersedes S83-138.01	Open

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DTRO	DOT (formerly Public Works) Roads & Engineering/ Maintenance Section				
S96-033-40	S96-033-40	Aerial Survey Photographs	Washington State Originated Photos - while current; King County Originated Photos - PERMANENT	Archival - King County Survey from 1936 to 1974; W	Open
S96-033-37	S96-033-37	Aerial Survey Section Corner Cards	PERMANENT	Archival; series will need to be microfiched upon	Open
S96-033-38	S96-033-38	Aerial Survey Sections/Taverses/Survey Orders	20 years	Archival	Open
S96-033-7	S96-033-7	Boundary Maps	PERMANENT	Archival	Open
S96-033-4	S96-033-4	Bridge Files	PERMANENT	Every 5 years King County Archives shall accession	Open

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S96-033-26	S96-033-26	Bridge Plans	PERMANENT	Archival; on aperture cards	Open
S96-035-9	S96-035-9	Bridge Work Maintenance Logs	PERMANENT	Suggest microfiche at end of year with a 5 year re	Open
S96-035-2	S96-035-2	Citizen Action Reports	7 years		Open
S96-034-4	S96-034-4	Community Plan Update	5 years	Archival Review Necessary; supersedes S82-214.15	Open
S96-034-1	S96-034-1	Concurrency Applications	7 years after approval		Open
S96-033-32	S96-033-32	Construction Foreman Diaries	PERMANENT	Archival	Open

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S96-033-49	S96-033-49	County Road Information Ssytem (CRIS)	On-Line - PERMANENT; Floppy Disk Backup - 1 month; Reports - while current.		Open
S96-035-8	S96-035-8	Daily Bridge Logs	10 years	Archival	Open
S96-035-1	S96-035-1	Daily Foreman Reports	10 years	Supersedes S85-003.02 and S85-003.03	Open
S96-035-7	S96-035-7	Drainage Field Investigation Sheets	25 years	Suggest microfilm with 5 year retention of hardcop	Open
S96-033-23	S96-033-23	Drainage Plans and Profiles	10 years	Archival	Open
S96-033-14	S96-033-14	Drug Free Zone Maps	5 years after dissolution of zone	Archival	Open



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S96-033-8	S96-033-8	Engineer Section Maps	PERMANENT	Archival	Open
S96-035-12	S96-035-12	Field Inventory Forms for Road Network Inventory System (RNIS)	Hardcopy - 5 years; Microfiche - 10 years		Open
S96-035-3	S96-035-3	Financial Guarantees	2 years after end of maintenance period		Open
S96-033-35	S96-033-35	General Land Office Survey Fieldbooks	Microfiche - PERMANENT; Hardcopy - 50 years; Plats/Maps - while current	Hardcopy - Archival; need to be microfiched at cou	Open
S96-033-3	S96-033-3	Geo-Technical Reports	PERMANENT	Suggest Mirrofilm with 20- year retention of hardco	Open

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S96-033-48	S96-033-48	Global Positioning System	On-Line - Until superseded; Backup Tapes - PERMANENT	Must arrange for environmentally controlled storag	Open
S96-035-14	S96-035-14	Haul Slips for Construction Waste	7 years - original; 2 years for copies		Open
S96-033-42	S96-033-42	King County Aerial Survey Contact Prints and Negatives	PERMANENT	Archival; nitrate negatives need to be duplicated	Open
S96-033-39	S96-033-39	King County Aerial Survey Corner Recoveries Fieldbooks	PERMANENT	Archival	Open
S96-033-43	S96-033-43	King County Aerial Survey Photo Reference Books	PERMANENT	Archival	Open

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S96-033-44	S96-033-44	King County Aerial Survey Photograph Enlargements	PERMANENT	Archival	Open
S96-034-6	S96-034-6	Mitigation Payment Fees	7 years		Open
S96-033-19	S96-033-19	Monument Descriptions	PERMANENT	Suggest Mircrofilm with 20- year retention of hardc	Open
S96-033-22	S96-033-22	Planametric Maps	PERMANENT	Archival	Open
S96-033-25	S96-033-25	Plat Maps	8 years	Also available in microfilm	Open
S96-033-2	S96-033-2	Quality Control Files	PERMANENT	Suggest Mirrofilm with 20- year retention of hardco	Open

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S96-033-45	S96-033-45	Road Design Files			
S96-033-27	S96-033-27	Road Design Plans	PERMANENT	Archival; on aperture cards	Open
S96-033-31	S96-033-31	Road Establishment Book	PERMANENT	Archival	Open
S96-033-12	S96-033-12	Road Establishment Files	PERMANENT	Archival	Open
S96-033-5	S96-033-5	Road Evaluation Logs	50 years		Open
S96-033-21	S96-033-21	Road History Files	PERMANENT	Archival; need to be microfiched every 5 years; su	Open

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S96-033-13	S96-033-13	Road Improvement District Records	2 years after bond repayment		Open
S96-033-6	S96-033-6	Road Index Maps	PERMANENT	Archival	Open
S96-033-28	S96-033-28	Road Project Plans	PERMANENT	Archival; on aperture cards	Open
S96-033-10	S96-033-10	Road Standards	Background Material - until next revision; Final Standards - Until superseded	1 copy of the Roads Standard is PERMANENT and shou	Open
S96-033-11	S96-033-11	Road Vacation Files	PERMANENT	Archival; supersedes S85- 073.21	Open
S96-033-9	S96-033-9	Road Variances	Developers - 4 years; All Others - 15 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-033-20	S96-033-20	Roads Engineering Environmental Files	7 years	Potentially Archival	Open
S96-035-5	S96-035-5	Roads Maintenance Drainage Design Files	10 years		Open
S96-035-13	S96-035-13	Roads Maintenance/Repair Files	PERMANENT	Suggest microfilm; sueprsedes S80-179.03	Open
S96-033-29	S96-033-29	Roads on Ground Book	PERMANENT	Archival	Open
S96-033-15	S96-033-15	Roads Permits	5 years		Open
S96-033-1	S96-033-1	Roads Project Construction Files	7 years afer project completion		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S96-033-30	S96-033-30	Section Corner Book	PERMANENT	Archival	Open
S96-033-34	S96-033-34	Sewer District Fieldbooks	PERMANENT	Archival	Open
S96-035-11	S96-035-11	Site Files for Roads Maintenance - Engineering Unit	Life of facility + 6 years	Roads Maintenance Engineering Unit retains the rig	Open
S96-033-46	S96-033-46	Small Works Roster - Roads	10 years after project completion	Selected Files Archival	Open; maintains right to review documented litigation prior to release.
S96-033-41	S96-033-41	Special Aerial Photographs	PERMANENT	Archival; number and size of photos varies each ye	Open
S96-035-6	S96-035-6	Special Operations Project Files	10 years	Supersedes S80-179.05 S84-256.11 S85-024.3 and S86	Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-035-10	S96-035-10	Spray Program Files	15 years	Exceeds recordkeeping requirements in RCW 17.21.10	Open
S96-033-24	S96-033-24	Strip Maps	PERMANENT	Also available in microfilm	Open
S96-034-2	S96-034-2	Subarea Transportation Reports	5 years	Archival Review Necessary	Open
S96-033-16	S96-033-16	Survey Fieldbooks	Book - PERMANENT; Microfiche - PERMANENT; Disk/Tape - PERMANENT	Archival; must arrange for storage in environmenta	Open
S96-033-36	S96-033-36	Survey Index Cards	PERMANENT	Archival	Open



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-033-17	S96-033-17	Survey Inspectors Fieldbooks	PERMANENT	Archival; microfiched	Open
S96-033-18	S96-033-18	Survey Order/Work Request	5 years		Open
S96-033-33	S96-033-33	Topographic Field Books	PERMANENT	Archival	Open
S96-033-47	S96-033-47	Tracker System	On-Line - 3 years after project completion; Floppy Disk backup (weekly) - 1 month; Repors - while current		
S96-034-7	S96-034-7	Transportation Needs Report	5 years	Archival	Open
S96-034-5	S96-034-5	Transportation Planning Projects	5 years	Archival Review Necessary	Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-034-3	S96-034-3	Transportation Technical Reports	5 years	Archival Review Necessary	Open
S96-035-4	S96-035-4	Utility Inspection Diaries	11 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
EXAC	Executive Arts Commission				
S83-051-1	S83-051-1	Performing Arts Program Files	SUPERSEDED by S86-192.3	Selected files potentially archival	Open
S83-051-2	S83-051-2	Seasonal Touring Files	2 years	Selected files potentially archival	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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FIAC	Finance Finance/Accounting				
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S85-113-2	S85-113-2	Annual Report (W.P.?)	6 years		
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S85-113-3	S85-113-3	Annual Report Awards	10 years		
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S85-113-4	S85-113-4	Daily Cash Summary Receipts	6 years		
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S85-113-1	S85-113-1	Reconciliations	6 years		
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## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
FIAI	Finance Finance/AIRS				
S85-063-1	S85-063-1	AIRS Detail Control & Invoice Reports	6 years (hard copy); PERMANENT		
S85-063-2	S85-063-2	Expenditure/Revenue Grant Files	3 years after final expenditure		
S85-063-3	S85-063-3	Reconciliations by Fund Report	6 years after audit		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
FIAP	Finance Finance/Accounts Payable				
S85-056-2	S85-056-2	Accounts Payable Batch Balance Report	3 years		
S85-056-13	S85-056-13	Accounts Payable Control Forms	6 years		
S85-056-14	S85-056-14	Accounts Payable Ledger and Weekly Activity Report	6 years (microfilm)		
S85-056-4	S85-056-4	Bank Account Reconciliation Reports (ARPS)	6 years		
S85-056-12	S85-056-12	Manual Issue Monitor Records	6 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-056-5	S85-056-5	Redeemed Warrants	6 years		
S85-056-3	S85-056-3	Voucher Claims Warrant Issue Reports by Fund	3 years		
S85-056-10	S85-056-10	Warrant Daily Transaction Edit Reports	3 years		
S85-056-9	S85-056-9	Warrant Issue	6 years		
S85-056-8	S85-056-8	Warrant Issue Control Records	3 years		
S85-056-11	S85-056-11	Warrants Issued	1 year		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-056-7	S85-056-7	Warrants Outstanding; Warrants Redeemed Monthly Reports	PERMANENT (microfiche)		
S85-056-6	S85-056-6	Warrants Redeemed Warrant Status Reports	1 month	Summarized on monthly reports	



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
FIAR	Finance Finance/ARMS				
S85-064-14	S85-064-14	ARMS Accounting Reports	6 years		
S85-064-6	S85-064-6	ARMS Daily Control Reports	3 months		
S85-064-12	S85-064-12	ARMS Master Accounting Reports	20 years (microfiche)		
S85-064-4	S85-064-4	Expendable Inventory Reports	1 month (hard copy); 6 years (microfiche)		
S85-064-16	S85-064-16	General Journal	6 years		
S85-064-15	S85-064-15	General Ledger	6 years	Archival Review	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-064-9	S85-064-9	Inventory Issues	6 years		
S85-064-8	S85-064-8	Inventory Issues Equipment Rental & Revolving Fund Stores & Materials Source Documents	20 years		
S85-064-17	S85-064-17	Journal Entry Documents	Hard Copy - 6 years after audit; Microfilm - 20 years		
S85-064-11	S85-064-11	King County Fixed Assets Report	6 years (microfiche)		
S85-064-7	S85-064-7	Labor Distribution Grants and Parks Source Documents	6 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-064-19	S85-064-19	Life to Date Reports	3 years after final report expiration (microfilm)		
S85-064-18	S85-064-18	Motor Pool Dispatch Tickets and Monthly Assigned Equipment Rental	20 years (microfilm)		
S85-064-10	S85-064-10	Production Units Source Documents	6 years		
S85-064-1	S85-064-1	Program Status and Detail Transaction Reports	1 month (hard copy); 6 years (microfiche)		
S85-064-2	S85-064-2	Project Detail & Summary Reports	20 years (microfiche)		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-064-13	S85-064-13	Request for Bond Payments Check Vouchers	20 years		
S85-064-3	S85-064-3	Work Authorization and Charge Detail Summaries	20 years (microfiche)		
S85-064-5	S85-064-5	Year End Physical Inventory for Stores and Materials	6 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
FIBI	Finance Finance/Bonds & Investments				
S85-059-7	S85-059-7	Daily Investment ARMS Input	1 year		
S85-059-2	S85-059-2	Executive Finance Committee Minutes	15 years	Archival Review	
S85-059-12	S85-059-12	Fiscal Agent Agreement and Bid Files	6 years after completion of contract		
S85-059-13	S85-059-13	Fiscal Agent Bid Files (Unsuccessful)	Until audit complete		
S85-059-14	S85-059-14	Fiscal Agent Statements	6 YEARS		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-059-9	S85-059-9	Forward Thrust Disbursement Correspondence	6 years after CLOSED	Archival Review	
S85-059-10	S85-059-10	Forward Thrust Project Files	6 years after CLOSED	Archival Review	
S85-059-16	S85-059-16	Fund Files	PERMANENT		
S85-059-15	S85-059-15	Investment Reports	Hard Copy - 6 years; Microfilm PERMANENT		
S85-059-4	S85-059-4	Municipal Bond Brochures	1 year after bond paid	Archival Review	
S85-059-3	S85-059-3	Municipal Bond Register	6 years after bond paid		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-059-5	S85-059-5	Municipal Bonds (Bond Calls Refunding Bond Files Interfund Transfers Fund Creations Record of Bond Sales)	6 years after CLOSED		
S85-059-8	S85-059-8	Refund Trustee Statements	Until audit complete		
S85-059-11	S85-059-11	Revenue Summary by Fund	20 years		
S85-059-17	S85-059-17	Tax Bond Ratings	While Current		
S85-059-1	S85-059-1	Warrant Calls (Interest Payment Due)	4 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-059-6	S85-059-6	Yearly Long Term Department of Transportation	6 years		



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
FIBO	Finance Budget Office				
S85-122-7	S85-122-7	Budget Changes/Amendments	PERMANENT		Open
S85-122-8	S85-122-8	Budget Control Reports	PERMANENT		Open
S85-122-6	S85-122-6	Budget Hearings	3 years		Open
S85-122-5	S85-122-5	Budget Working Papers	3 years		Open
S85-122-2	S85-122-2	Capital Improvement Program Budget	PERMANENT	Archival	Open
S85-122-1	S85-122-1	Capital Improvement Program Files	3 years after program completed		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-122-3	S85-122-3	Final Budgets	PERMANENT	Archival	Open
S85-122-4	S85-122-4	Proposed Budget	3 years		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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FIDR	Finance Finance Director				
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S85-056-1	S85-056-1	Executive Finance Committee Agenda	2 years		
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## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
FIFI	Finance Finance				
S83-048-27	S83-048-27	Accounting System Index Reports	20 years		
S83-048-34	S83-048-34	AIRS Research Transaction Source Documents	6 years		
S83-048-29	S83-048-29	Authorized Signature List	Until superseded		
S83-048-2	S83-048-2	BARS (Budget Accounting Reporting System) Report	Manual PERMANENT; Until completion of State Auditors examination report		
S83-048-5	S83-048-5	Batch Control Deposit Logs	6 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S83-048-22	S83-048-22	Bond Calls	6 years after bond issue CLOSED		
S83-048-23	S83-048-23	Bond Official Statements	6 years after bond issue CLOSED		
S83-048-32	S83-048-32	Cancellation/Supplemental/ Segregation/Merger Status Change Records	Until completion of State Auditors examination report		
S83-048-37	S83-048-37	Cash Receipts Disbursements and Transmittals	Manual 20 years for disbursements; 6 years		
S83-048-26	S83-048-26	Central Service Cost Allocation Plan	Until completion of State Auditors examination report		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S83-048-31	S83-048-31	Contact Payment Records	Contract termination + 6 years		
S83-048-1	S83-048-1	Daily Deposits and Balance Reports	SUPERSEDED by S85- 060.8		
S83-048-16	S83-048-16	Daily Investment Document Packets	6 years		
S83-048-11	S83-048-11	Deeds from Foreclosure Sales	Sale of property + 6 years		
S83-048-8	S83-048-8	Distrain Documents	Manual 6 years; Until completion of State Auditors examination report		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-048-35	S83-048-35	Interfund Transfer Vouchers	Manual 20 years; 6 years		
S83-048-20	S83-048-20	Investment Files	Until completion of State Auditors examination report		
S83-048-10	S83-048-10	L.I.D. Certificates of Purchase	Sale of property + 6 years		
S83-048-33	S83-048-33	Labor Distribution Equipment Rental Source Documents	Manual 20 years; Until completion of State Auditors examination report		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-048-19	S83-048-19	Long Term Debt Input Documents	Manual 4 years; Until completion of State Auditors examination report		
S83-048-18	S83-048-18	Long Term Debt Transactions	6 years after bond issue CLOSED		
S83-048-3	S83-048-3	Mass Tax Billing Reports	Until superseded		
S83-048-4	S83-048-4	Photo Check Batch	Until completion of State Auditors examination report		
S83-048-14	S83-048-14	Protest Letter Files	6 years		



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-048-15	S83-048-15	Real Estate Estate Tax Foreclosure Files	Manual PERMANENT; Foreclosure + 6 years		
S83-048-36	S83-048-36	Request for Check Vouchers	Manual 20 years; Until completion of State Auditors examination report		
S83-048-17	S83-048-17	Road Improvement District Bond Files	6 years after bond issue CLOSED		
S83-048-28	S83-048-28	Source Documents for Program Maintenance/Corrections	Termination of system + 3 years		
S83-048-6	S83-048-6	Tape Payment Reports	6 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-048-7	S83-048-7	Tax Account Analysis Reports	Until completion of State Auditors examination report		
S83-048-9	S83-048-9	Tax Certificate for Mobile Home Movement	6 years		
S83-048-12	S83-048-12	Tax Title Contract Files/Ledger	Contract completion + 6 years		
S83-048-13	S83-048-13	Tax Title Files	Sale of property + 6 years		
S83-048-21	S83-048-21	Telegraphic Transfers	Until completion of State Auditors examination report		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-048-25	S83-048-25	Treasurers Name/Address Change Register	Manual microfilm PERMANENT; 2 years		
S83-048-30	S83-048-30	Voucher Payments Cumulative Reports and Index	Manual PERMANENT; 6 years		
S83-048-24	S83-048-24	Year End Cash Reports	Until completion of State Auditors examination report		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
FIMR	Finance Finance/Records/Mail Room				
S85-060-7	S85-060-7	Abatement Change Orders	6 years		
S85-060-1	S85-060-1	Annexation Case Files Tax Collection	6 years		
S85-060-3	S85-060-3	Cross Reference List Mortgage Companies	2 years		
S85-060-2	S85-060-2	Name/Address Update List Mortgage Companies	1 year		
S85-060-4	S85-060-4	Payment Voucher Files	6 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-060-5	S85-060-5	Performance Statistics Report	6 years		
S85-060-10	S85-060-10	Returned Delinquent Taxpayer Mail	1 year		
S85-060-8	S85-060-8	Tax Receipts Updates	4 years		
S85-060-9	S85-060-9	Tax Receivable Summary	6 years		
S85-060-6	S85-060-6	Taxpayer Correspondence and Complaints	2 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
FIPA	Finance Finance/Payroll				
S85-062-1	S85-062-1	Employee Transfer Forms	1 year	Items #3-10; #12-15; #17 superseded by S90-026; ma	
S85-062-11	S85-062-11	Medical/Dental Balancing Reports	6 years		
S85-062-2	S85-062-2	Payroll Master File Update Forms (turnaround documents)	6 years		
S85-062-16	S85-062-16	W-4 Employees Withholding Exemption Certificate	4 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
FIPP	Finance Finance/Personal Property				
S85-057-16	S85-057-16	Accounts in Bankruptcy Files	6 years	All other items in this schedule superseded by S90	
S85-057-7	S85-057-7	Advance Tax Collection File (Quick Collects)	3 years		
S85-057-18	S85-057-18	Bankruptcy and Delinquent Accounts Lists	6 years		
S85-057-15	S85-057-15	Deceased Effects Files	6 years		
S85-057-10	S85-057-10	Delinquent Tax Pay on Account Files	6 years after account is paid		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-057-9	S85-057-9	Gambling Audit Records	3 years		
S85-057-11	S85-057-11	Gambling Tax Files	PERMANENT		
S85-057-12	S85-057-12	Gambling Tax Payment Reports	PERMANENT		
S85-057-17	S85-057-17	Monthly Collection Summary Reports	6 years		
S85-057-8	S85-057-8	Paid Delinquent Tax Files	6 years		
S85-057-14	S85-057-14	Probate Files (tax collections)	6 years		



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-057-13	S85-057-13	Revenue Officers Working Files	6 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
FIPR	Finance Finance/Purchasing				
S85-121-6	S85-121-6	Affirmative Action Compliance Files	6 years after termination of contract		
S85-121-8	S85-121-8	Bid Files	6 years after termination of contract or longer if specified by grant requirements or until resolution of litigation; 6 years after structure exists on major facilities		
S85-121-5	S85-121-5	Contracts Agreements Policies (construction)	6 years after termination of contract		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-121-2	S85-121-2	Purchase Order Files	6 years or longer per grant requirements or until resolution of litigation; six years after structure exists on major facilities		
S85-121-1	S85-121-1	Requests for Proposals (RFP)	6 years after termination of contract or longer per grant requirement including audit or until resolution of litigation; 6 years after structure exists on major facilities		
S85-121-7	S85-121-7	Requisitions	6 years		
S85-121-4	S85-121-4	Solicitations List Brochures (vendors & consultants)	Until superseded		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-121-3	S85-121-3	Waivers from Bid Process	6 years after termination of contract		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
FIRM	Finance	Finance/Risk Management			
S85-058-1	S85-058-1	Automobile Insurance Claims Case Files	21 years		
S85-058-2	S85-058-2	Bodily Injury Claims Case Files	21 years		
S85-058-6	S85-058-6	Contracts/Agreements Policies	6 years after current		
S85-058-4	S85-058-4	Potential Claims for Damage	3 years		
S85-058-3	S85-058-3	Property Damage Claims Case Files	10 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-058-5	S85-058-5	Weekly Claims Registers	While Current		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
FIRP	Finance Finance/Real Property				
S83-160-1	S83-160-1	Foreclosure Sale	PERMANENT	Potentially Archival	
S85-057-1	S85-057-1	LID Assessment Rolls & Supporting Documents	PERMANENT	Archival Review; microfiche since 1978	
S85-057-5	S85-057-5	LID Foreclosure File	PERMANENT		
S85-057-3	S85-057-3	LID Segregation Files	6 years after paid		
S85-057-2	S85-057-2	Maintenance LID Payment Ledgers	6 years after paid	Archival Review	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S83-160-5	S83-160-5	New Plat (Advance Tax) Receipts	6 years		
S85-057-6	S85-057-6	Notice of Delinquencies	PERMANENT		
S83-160-2	S83-160-2	Petitions for Property Tax Refunds	6 years		
S83-160-6	S83-160-6	Refund Case Files (Property Tax)	6 years		
S85-057-4	S85-057-4	Refunds and Certification Redemption	6 years		
S83-160-3	S83-160-3	Refunds Report	6 years		



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-160-4	S83-160-4	Statement of LID	6 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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FMAS	Financial Mgmt Office of Accounting Services				
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S91-135-3	S91-135-3	CAFR Working Papers	10 years		
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S91-135-1	S91-135-1	LID Detail File Change Register	6 years		
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S91-135-2	S91-135-2	LID Monthly Master Summary	6 years		
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## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
FMFP	Financial Mgmt Office of (now Finance) Finance/Payroll				
S90-026-6	S90-026-6	Deductions and Other Earnings List	2 years; Microfiche PERMANENT	Supersedes S85-062	
S90-026-5	S90-026-5	Deductions and Other Earnings Register by Employee	3 months; Microfiche PERMANENT	Supersedes S85-062	
S90-026-9	S90-026-9	Garnishments File	6 years after satisfaction or termination of employment	Supersedes S85-062	
S90-026-3	S90-026-3	Hours Register	3 months; Microfiche PERMANENT; payday reports - 2 years; year end reports - 6 years	Supersedes S85-062	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S90-026-8	S90-026-8	Payday Summary Files	5 years	Supersedes S85-062	
S90-026-14	S90-026-14	Payroll Master File - Microfiche	PERMANENT	Supersedes S85-062	
S90-026-4	S90-026-4	Payroll Register	2 years; Microfiche PERMANENT	Supersedes S85-062	
S90-026-13	S90-026-13	Payroll Tax Returns	6 years	Supersedes S85-062	
S90-026-1	S90-026-1	Payroll Time Card Entry Reports	6 years	Supersedes S85-062	
S90-026-10	S90-026-10	Retirement Contribution Reports	6 years	Supersedes S85-062	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S90-026-11	S90-026-11	Savings Bond Registers	6 years	Supersedes S85-062	
S90-026-2	S90-026-2	Time Accumulation Reports (timesheets overtime absence requests)	6 years	Supersedes S85-062	
S90-026-12	S90-026-12	W-2 Year-End Audit	6 years	Supersedes S85-062	
S90-026-7	S90-026-7	Year-End Employee Lists	6 years; Microfiche PERMANENT	Supersedes S85-062	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
HRBN	OHRM Employee Benefits Section				
S92-072-5	S92-072-5	Applications	6 years	Supersedes schedule S84-150.12 .59	
S92-072-26	S92-072-26	Benefit Packages	2 years		
S96-001-2	S96-001-2	Benefits Files OHRM	6 years after termination		Review Required
S92-072-12	S92-072-12	Civil Service Agendas	3 years after current	Archival; supersedes S84-150.2	
S92-072-11	S92-072-11	Civil Service Commission Appeals and Hearings	6 years	Archival; supersedes S84-150.1	
S92-072-13	S92-072-13	Civil Service Minutes	6 years	Archival; supersedes S84-150.3	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S92-072-14	S92-072-14	Civil Service Tape Recordings	6 years		
S92-072-16	S92-072-16	Classification Reviews	6 years after determination	Supersedes S84-150.7 .53	
S92-072-15	S92-072-15	Classification Studies	6 years after close	Sample Archival Value; supersedes S84-150.5	
S92-072-22	S92-072-22	Deferred Compensation Plan	3 years; one copy PERMANENT	Supersedes S84-150.35	
S92-072-23	S92-072-23	Deferred Compensation Plan Participant Agreements	6 years after account terminated	Supersedes S83-161.1	
S92-072-3	S92-072-3	Eligibility Lists	6 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S92-072-1	S92-072-1	Employee Report by Name - Employment Verification	1 year		
S92-072-4	S92-072-4	Exam History Files	6 years after current	Sample Archival Value; supersedes S84-150.11	
S92-072-6	S92-072-6	Examination and Hiring Protests	6 years after case CLOSED	Supersedes S84-150.13	
S92-072-33	S92-072-33	Extra Help Payroll Master File Update Forms	6 years		
S92-072-25	S92-072-25	Insurance Benefit Plans	6 years after plan terminated		
S92-072-31	S92-072-31	King County Employee Medical Plan Studies/Surveys	3 years	Archival	



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S92-072-32	S92-072-32	Leave Requests	2 years	Supersedes S84-150.25	
S92-072-27	S92-072-27	Medical/Dental Balancing Reports	6 years	Supersedes S85-062.11	
S96-001-3	S96-001-3	Merit Pay Annual Performance Appraisal OHRM	6 years - OHRM; while current - departments	Supersedes S92-072.18	Review Required
S92-072-20	S92-072-20	Merit Pay Plan	6 years after change	Supersedes S84-150.17	
S92-072-7	S92-072-7	Part-Time Employment Case Files	6 years after termination		
S92-072-21	S92-072-21	Pay Schedule Ranges	6 years after current	Supersedes S84-150.19	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S92-072-18	S92-072-18	Performance Appraisals - Bi-Annual Printouts	SUPERSEDED by S96-001.03	Previously superseded S84-150.58	
S92-072-35	S92-072-35	Personnel History Files	SUPERSEDED by S96-001.01	Previously superseded S83-141.1 S84-150.36 .40 .57	
S96-001-1	S96-001-1	Personnel History Files OHRM	6 years after termination		Review Required
S92-072-17	S92-072-17	Position/Classification Specs	6 years after position change	Sample Archival Value; supersedes S84-150.6 .8	
S92-072-10	S92-072-10	Requisition Log	6 years		
S92-072-9	S92-072-9	Requisitions & Certifications	6 years	Supersedes S84-150.15	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S92-072-2	S92-072-2	Resumes	6 months		
S92-072-24	S92-072-24	Retiring Medical Eligibility List	2 years		
S92-072-19	S92-072-19	Salary Surveys and Studies	5 years	Archival	
S92-072-28	S92-072-28	Service Award Plans	Until superseded	Supersedes S84-150.20	
S92-072-29	S92-072-29	Service Awards	2 years	Supersedes S84-150.60	
S92-072-8	S92-072-8	Student Employment Case Files	6 years after termination	Supersedes S84-150.48	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S92-072-30	S92-072-30	Unemployment Insurance Claims Case Files	6 years after employment termination	Supersedes S84-150.22	
S92-072-34	S92-072-34	W-4 Extra Help Employee Withholding Exemption Certificates	6 years after employment termination		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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HRCE	Human Resources Cooperative Extension Programs				
S84-065-3	S84-065-3	Cooperative Extension Program Information Files (printed material; brochures)	1 year	Selected files potentially Archival	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
HRDR	Human Resources (formerly King County) King County				
S86-085-3	S86-085-3	Active LOEFF-I member files; Disability Leave & Medical Claims	PERMANENT	Employers hold full personnel files	
S91-114-1	S91-114-1	Disability Board Meeting Working Papers	While Current	Confidential Destruction	Subject to Review
S86-085-4	S86-085-4	King County Disability Board Minutes and Agendas	PERMANENT	1 Copy Archival	
S86-085-5	S86-085-5	King County Disability Boards Administrative Records & Correspondence; Policy & Procedure	PERMANENT	1 Copy Archival	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-085-6	S86-085-6	King County Disability Boards Monthly Agenda Packets	2 years		Subject to Review
S86-085-2	S86-085-2	LEOFF-I Files retired members under age 50 (Disability Retirement Board)	PERMANENT	Employers hold personnel files; Olympia holds reti	
S86-085-1	S86-085-1	Permanent Retired Over Age 50 & Deceased LEOFF-I Members Files (Disability Retirement Board)	PERMANENT	Employers hold personnel files; Olympia holds reti	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
HRLR	OHRM Labor Relations Section				
S92-072-49	S92-072-49	Arbitration	6 years	Archival; supersedes S84-150.51	
S92-072-45	S92-072-45	Employee Grievances	6 years	Archival; supersedes S84-150.37	
S92-072-47	S92-072-47	Labor Union Agreements	6 years after contract expires	Archival; supersedes S84-150.39	
S92-072-48	S92-072-48	Labor Union Contract List	Until superseded	Archival; supersedes S84-150.55	
S92-072-46	S92-072-46	Labor Union Negotiations	6 years after contract expires	Archival; supersedes S84-150.38	



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
HRWC	OHRM Workers Comp Claims Administration/ Industrial Safety				
S92-072-42	S92-072-42	Accident Review Board Minutes/ Reports	2 years after employment termination	Supersedes S84-150.34	
S92-072-36	S92-072-36	Accident Summary	6 years	Supersedes S84-150.56	
S92-072-44	S92-072-44	Claim Case Files	80 years after claim CLOSED	Supersedes S87-063.1	
S92-072-40	S92-072-40	Claim Logs	6 years	Supersedes S84-150.32	
S89-078-1	S89-078-1	Employee Industrial Injury/ Workmans Compensation Records	30 years after date of final order		Delay Response

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S92-072-37	S92-072-37	Injuries Report	6 years	Supersedes S84-150.43	
S92-072-41	S92-072-41	Non-Claim Logs	3 years	Supersedes S84-150.33	
S92-072-43	S92-072-43	Pre-Employment Physical Case Files	6 years after employment termination	Supersedes S84-150.31	
S92-072-39	S92-072-39	Safety Meeting Minutes/ Correspondence	2 years	Supersedes S84-150.29	
S92-072-38	S92-072-38	Vehicle Accident Records Case Files	6 years	Supersedes S84-150.28	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
JA	Judicial Administration (formerly KC) Judicial Adm				
S84-088-9	S84-088-9	Business Tax Files	PERMANENT or until microfilmed and verified		
S84-088-8	S84-088-8	Case Appearance Docket	PERMANENT or until microfilmed and verified		
S84-088-4	S84-088-4	Certificates of Purchase (LID)	6 years		
S84-088-5	S84-088-5	Court Calendars	PERMANENT		
S84-088-6	S84-088-6	Court Exhibit Articles	6 years		
S84-088-10	S84-088-10	Court Minutes Book	PERMANENT or until microfilmed and verified		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S84-088-13	S84-088-13	Court Reporter Notes (Criminal)	SUPERSEDED by S91- 161		
S84-088-12	S84-088-12	Court Reporter Notes (excluding Criminal)	SUPERSEDED by S91- 161		
S84-088-17	S84-088-17	Day Book (daily journal of court activities)	6 years	Obsolete	
S84-088-3	S84-088-3	Depositions (unpublished)	6 years after final judgment	Selected Files Potentially Archival	
S84-088-16	S84-088-16	Indexes	PERMANENT or until microfilmed and verified		
S84-088-15	S84-088-15	Journal of Orders	6 years	Archival; obsolete	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S84-088-7	S84-088-7	Journal/Registeries (Letters of Administration Guardianship (obsolete))	PERMANENT or until microfilmed and verified	Archival	
S84-088-11	S84-088-11	Jury List	2 years		
S84-088-2	S84-088-2	Legal Case Files	PERMANENT	Selected Files Potentially Archival	
S84-088-1	S84-088-1	Notary Public Index and Certificates	9 years after expiration or if superseded by new certificates and index entries		
S84-088-14	S84-088-14	Verbatim Report of Proceedings	3 months		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
JAFJ	Judicial Administration Finance/Judgments				
S89-220-10	S89-220-10	Accounts Receivable Vouchers & Reports	6 years or until audit whichever is shortest		Open
S89-220-4	S89-220-4	Bank Deposit Slips	6 years		Open
S89-220-5	S89-220-5	Bank Statements	6 years		Open
S89-220-3	S89-220-3	Cancelled Checks	6 years		Open
S89-220-9	S89-220-9	Cash Adjustment Documents (CADs)	6 years or until audit whichever is shortest		Open
S89-220-2	S89-220-2	Check Registers	6 years		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S89-220-7	S89-220-7	Daily Cash Register Journal Tapes	6 years		Open
S89-220-6	S89-220-6	Fee and Cash Books	6 years		Open
S90-020-1	S90-020-1	Judgment/Execution Docket	PERMANENT	Records Committee recommends 10 year maximum reten	Open
S89-220-1	S89-220-1	Receipting Reports	6 years		Open
S89-220-8	S89-220-8	Trust Fund Balance Ledger	6 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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JARR	Judicial Administration Records & Research
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S91-161-1	S91-161-1	Video Tapes of Court Proceedings	Criminal - 20 years; Civil - 10 years		Open
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## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
KCPI	Private Industry Council King County				
S92-175-7	S92-175-7	Audit/Monitoring Reports	6 years	Archival	Open
S92-175-10	S92-175-10	Contractor Participant Files	6 years	Archival	CLOSED
S92-175-6	S92-175-6	Correspondence Files	6 years	Archival	Open
S92-175-9	S92-175-9	Eligibility Verification Files	6 years		Open
S92-175-1	S92-175-1	Grant/Contract Files (Federal and State)	3 years after close of grant	Archival	Open
S92-175-5	S92-175-5	Minutes and Agendas	PERMANENT	Archival	CLOSED

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S92-175-8	S92-175-8	Needs-Based Files	6 years		CLOSED
S92-175-4	S92-175-4	Payment Vouchers	6 years		CLOSED
S92-175-3	S92-175-3	Program Participant Files	6 years		CLOSED
S92-175-2	S92-175-2	RFP Files	6 years	Archival	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
LIAN	Licensing & Regular Services (formerly Exec Administration - Animal Control)				
S92-071-12	S92-071-12	Animal Bite Reports	6 years	Supersedes all items on schedules S73-98 S73-102 S	Review Required
S92-071-14	S92-071-14	Animal Control Call Slips	2 years	Supersedes all items on schedules S73-98 S73-102 S	Open
S92-071-13	S92-071-13	Animal Control Case Files	3 years	Supersedes all items on schedules S73-98 S73-102 S	Review Required
S92-071-16	S92-071-16	Animal Control Daily Activity Logs	4 years	Supersedes all items on schedules S73-98 S73-102 S	CLOSED
S92-071-15	S92-071-15	Incoming/Outgoing Animal Reports	3 years	Supersedes all items on schedules S73-98 S73-102 S	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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LIBI	Licensing & Regular Services (formerly Exec Administration - Inspection of Businesses)				
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S91-127-1	S91-127-1	Inspectors Daily Worksheet	3 years		
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## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
LILI	Licensing & Regular Services (formerly Exec Administration - Licensing)				
S92-071-2	S92-071-2	Application for Marriage Licenses	Transferred Daily to Records Section (Recorders Office)	Supersedes all items on schedules S73-98 S73-102 S	Open
S92-071-5	S92-071-5	King County Boat Tax Applications	6 years after expiration	Supersedes all items on schedules S73-98 S73-102 S	Open
S92-071-1	S92-071-1	Licenses/Permits Case Files	6 years after expiration	Supersedes all items on schedules S73-98 S73-102 S	Review Required
S92-071-3	S92-071-3	Marriage Certificates	Transferred Daily to Records Section (Recorders Office)	Supersedes all items on schedules S73-98 S73-102 S	Open
S92-071-4	S92-071-4	Pet License Applications	6 years after expiration	Supersedes all items on schedules S73-98 S73-102 S	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
LIVE	Licensing & Regular Services (formerly Exec Administration -Vehicle Licensing)				
S92-071-6	S92-071-6	Auditors Copies of Daily Work	18 months	On DOL computer 4-5 years if no new action (renewa	Open
S92-071-11	S92-071-11	Record Search Requests	6 years; obsolete 6/1/90; on DOL computer	Supersedes all items on schedules S73-98 S73-102 S	Open
S92-071-7	S92-071-7	SubAgent Case Files	6 years after business CLOSED	Supersedes all items on schedules S73-98 S73-102 S	CLOSED
S92-071-10	S92-071-10	Tab/Plate Assignments	3 years; obsolete 3/16/91; on DOL computer	Supersedes all items on schedules S73-98 S73-102 S	Open

## *King County Record Series by Office*

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S92-071-9	S92-071-9	Tab/Plate Inventory	3 years; obsolete 3/16/91; on DOL computer	Supersedes all items on schedules S73-98 S73-102 S	Open
S92-071-8	S92-071-8	Temporary Vehicle Permits	18 months	Supersedes all items on schedules S73-98 S73-102 S	CLOSED

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
MERM	Metro Records & Elections/ Records Management/ Public Disclosure				
S93-055-4	S93-055-4	Accession/Disposition Log	PERMANENT		Open
S93-055-1	S93-055-1	Records Retention Schedule (SSA-24)	PERMANENT		Open
S93-055-3	S93-055-3	Records Transmittal and Receipt (0249)	PERMANENT		Open
S93-055-2	S93-055-2	Vital Records Schedule (SSA-1A)	PERMANENT		Open



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PADV	Prosecuting Attorney Criminal/Domestic Violence Unit				
S00-008-1	S00-008-1	Domestic Violence Advocacy Files	3 years		CLOSED
S00-008-2	S00-008-2	Domestic Violence Demographics/Statistics Database	2 years	Obsolete; no longer used as a reference (incomplet	Open

## ***King County Record Series by Office***

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PAFR	Prosecuting Attorney Fraud Division				
S00-027-1	S00-027-1	Fraud Complaints	3 years	Supersedes S85-072.02	Review Required
S00-027-6	S00-027-6	Fraud Criminal Case Files (Unregistered Contractors/Meat Cases) District Court	7 years after filing	Supersedes S85-072.07	Review Required
S00-027-5	S00-027-5	Fraud Felony Case Files - Superior Court	20 years after sentencing	Selected Files Potentially Archival; supersedes S8	Review Required
S00-027-3	S00-027-3	Fraud Inquiry Judge Procedures Electronic Surveillance Criminal Profiteering	10 years	Supersedes S85-072.04	Review Required

## ***King County Record Series by Office***

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S00-027-2	S00-027-2	Fraud Investigations	10 years after closure	Supersedes S85-072.03	Review Required
S00-027-4	S00-027-4	Fraud Major Issues Case Files	50 years after closure	Potentially Archival; Files remain in office for m	Review Required

## *King County Record Series by Office*

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PAFS	Prosecuting Attorney Family Support Division				
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S89-233-1

S89-233-1

Family Support Case Files

To age 18

CLOSED

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PAJV	Prosecuting Attorney Juvenile Division				
S90-028-2	S90-028-2	Class A and SAU Files	20 years after case CLOSED		
S90-028-3	S90-028-3	Juvenile Inactive Investigation Files	1 year		
S90-028-1	S90-028-1	Juvenile Offense Files	to age 23 or upon court order		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PHAL	Public Health General Schedule All Public Health				
S89-211-3	S89-211-3	Clinic Patient Followup Files	6 months	This schedule supersedes S89-19.3 S89-20.1 S89-73.	CLOSED
S91-045-1a	S91-045-1a	Encounter Forms	3 months	This schedule supersedes S89-211.1 S89-18.4 S89-20	CLOSED
S91-045-1b	S91-045-1b	Encounter Forms Validated	6 years	Encounter Forms involving third-party billing are	CLOSED
S91-165-1	S91-165-1	Immunization Consent Forms	SUPERSEDED by KC00-01.03		
S89-211-1	S89-211-1	Patient Medical Records	10 years after last treated or to age 21 whichever is longer	DASAS Client Medical Records have different retent	CLOSED

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S91-165-2	S91-165-2	Pharmacy Medication Log	15 years		

## *King County Record Series by Office*

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PHAS	Public Health Alcohol & Substance Abuse				
S89-027-4	S89-027-4	20-Day Treatment Classes	2 years		CLOSED
S89-026-2	S89-026-2	Accounts Payable	6 years		Open
S89-025-13	S89-025-13	Affiliate Agency and Outpatient (Subcontractor Contracts)	6 years after contract expires		Open
S89-026-1	S89-026-1	Affiliate Agency Financial Contracts	6 years after contract expires		Open
S89-025-10	S89-025-10	Biennial Plan Files	6 years		Open



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-025-7	S89-025-7	Biennial Planning Survey Summary	4 years		Open
S89-026-3	S89-026-3	Budget Accounting Reporting System (BARS) Report	2 years		Open
S89-029-16	S89-029-16	Cash Transmittals	2 years after State audit		Open
S91-030-3	S91-030-3	Cedar Hills Client Medical File	10 years after treatment		CLOSED
S91-091-1	S91-091-1	Client Case Files	5 years after last treatment		CLOSED
S91-030-2	S91-030-2	Client Checks and Cash Received Log Shift Transaction Records	6 years		CLOSED

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S91-030-4	S91-030-4	Client Financial Records	6 years		CLOSED
S89-029-5	S89-029-5	Client Master Cards/Nursing Cards	10 years		CLOSED
S89-029-3	S89-029-3	Client Medical Record Index	10 years		CLOSED
S89-029-1	S89-029-1	Client Medical Records	10 years after treatment		CLOSED
S89-029-17	S89-029-17	Client Placement	2 years		CLOSED
S89-029-2	S89-029-2	Client Register	10 years		CLOSED

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S89-025-12	S89-025-12	Community Meeting Minutes	4 years	Archival	Open
S89-028-1	S89-028-1	Community Service Reports	6 years		CLOSED
S89-025-1	S89-025-1	Contract Summary Sheets	6 years		Open
S89-025-4	S89-025-4	Contracted Agencies - Monthly Performance Report Summary	2 years	Obsolete 1996	Open
S89-029-19	S89-029-19	CRNW Collection Reports	1 year		CLOSED
S89-027-12	S89-027-12	Daily Activity Log	1 year		CLOSED

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S91-030-9	S91-030-9	Daily Activity Log	3 years		CLOSED
S89-029-4	S89-029-4	Daily Census	6 years		CLOSED
S89-025-9	S89-025-9	DASAS Planning Committee	4 years	Archival	Open
S91-030-1	S91-030-1	DASAS Public Health Working Notes	While Current		
S89-028-6	S89-028-6	Delivery/Client Gift Log	1 year after last entry		Review Required
S89-029-10	S89-029-10	Detox Van Logs	2 years		Open

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S89-029-6	S89-029-6	Discharge List	2 years		CLOSED
S89-029-7	S89-029-7	Discharge Worksheets	2 years		CLOSED
S89-027-2	S89-027-2	Dorm Log Book	PERMANENT	Not necessarily to keep permanently	CLOSED
S89-027-14	S89-027-14	Dorm Roster (Bed List)	2 months		CLOSED
S89-029-18	S89-029-18	DSHS Remittance Reports	1 year		CLOSED
S89-027-1	S89-027-1	DWI Booking Sheets and Daily DWI Roster			

## ***King County Record Series by Office***

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S89-029-13	S89-029-13	Emergency Services Patrol (ESP) Log	6 years		CLOSED
S89-028-4	S89-028-4	Fire Marshall Inspection Records	Until superseded		Open
S89-029-8	S89-029-8	Harborview Medical Center (HMC) Referral Log	3 years		CLOSED
S89-025-5	S89-025-5	Health Agencies Audit	3 years after audit		Open
S89-027-5	S89-027-5	Incoming Visitors Log	5 years		CLOSED
S89-027-13	S89-027-13	Intake & Orientation Report	1 year		CLOSED

## ***King County Record Series by Office***

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S89-027-10	S89-027-10	Intake Form	5 years		CLOSED
S89-029-9	S89-029-9	Intake Register	6 years		CLOSED
S89-025-2	S89-025-2	Internal Monthly Performance Report	4 years		Open
S89-025-8	S89-025-8	Key Informant Planning Summaries	5 years		Open
S89-028-3	S89-028-3	Laundry Files	2 years		Open
S89-029-14	S89-029-14	Medicaid Billings	2 years after audit		CLOSED

## *King County Record Series by Office*

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S89-027-7	S89-027-7	Medication Transfer Sheets	1 year		CLOSED
S89-027-8	S89-027-8	Medications Log Book	10 years		CLOSED
S89-029-11	S89-029-11	Missing Property Reports/ Claims	1 year after claim closed		Review Required
S91-030-7	S91-030-7	Monthly Client Census	6 years		CLOSED
S89-027-3	S89-027-3	NRF Client Case Files	SUPERSEDED by S91- 091.1		
S89-027-6	S89-027-6	NRF Monthly and Annual Statistical Reports	PERMANENT		Open



## ***King County Record Series by Office***

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S89-027-9	S89-027-9	NRF Resident Daily Headcount Report	5 years		CLOSED
S91-030-8	S91-030-8	Pass and Errand Log	2 years		CLOSED
S89-029-12	S89-029-12	Patient Cash Fund Ledger	6 years		CLOSED
S91-030-6	S91-030-6	Pharmacy Voucher	6 years		CLOSED
S89-029-15	S89-029-15	Private Pay Invoices	2 years after audit		Review Required
S89-025-11	S89-025-11	Public Hearing Tapes	6 years	Obsolete	Open

## ***King County Record Series by Office***

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S91-030-5	S91-030-5	Receipt Books	6 years		CLOSED
S91-132-2	S91-132-2	Resident Program Evaluation	5 years		
S89-025-6	S89-025-6	SAMS (Substance Abuse Management Systems) Reports	2 years	Confidential client data may be included here.	CLOSED
S89-025-3	S89-025-3	Subcontractors - Monthly Performance Report	2 years	Confidential client data may be included here.	CLOSED
S91-030-10	S91-030-10	Training Files - Alcohol & Drug Abuse Counselors	6 years after counselor leaves		Open

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S89-028-7	S89-028-7	Vocational Resource Center (VRC) Residential Program Operating Files	6 years		CLOSED
S89-028-2	S89-028-2	Washington Center Incident Reports	8 years		Review Required
S89-028-5	S89-028-5	Washington Center Lease Agreements	Until superseded		Open
S89-027-11	S89-027-11	Weekly Dorm Shake Down Report	6 months		CLOSED

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PHCC	Public Health Crippled Children's Services				
S89-064-1	S89-064-1	Cleft Plate Panel Schedules	7 years		CLOSED
S89-064-3	S89-064-3	Crippled Childrens Patient Records			
S89-064-4	S89-064-4	Health Service Authorizations	7 years	Online	CLOSED
S89-064-2	S89-064-2	State Invoice Vouchers	4 years		CLOSED

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PHDN	Public Health Dental Services				
S89-023-5	S89-023-5	Dental Classroom Lists	3 years		Review
S89-023-6	S89-023-6	Dental Followup Sheets and Rescreening Lists	3 years		Review
S89-023-2	S89-023-2	Dental Monthly and Annual Rpts	Monthly - 3 years; Annual - 15 years	Archival (one copy)	Open
S89-023-1	S89-023-1	Dental Monthly Planning Sheets	1 year		Open
S89-023-4	S89-023-4	Dental Screening Lists	1 year		Open

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S89-023-7	S89-023-7	Evaluations	3 years		Review Required
S89-023-3	S89-023-3	Referrals - Student Dental	6 years		Open
S89-023-8	S89-023-8	Screening Exam Statistics	6 years	Archival (one copy)	Open

## *King County Record Series by Office*

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PHDO	Public Health District Offices				
S89-063-3	S89-063-3	Advisory Board Minutes	6 years	Potentially Archival	Open
S89-063-4	S89-063-4	Client Incident Reports	8 years		Review
S89-063-1	S89-063-1	Contracts	Until superseded or expired		Open
S89-063-7	S89-063-7	Daily Cash Worksheet	6 years		Open
S89-063-10	S89-063-10	Death/Burial Certificate Permit Number Records	1 year		Review Required
S89-063-6	S89-063-6	Detail Tape (Cash Register)	After audit		Open

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S89-063-5	S89-063-5	Employee Incident Reports	2 years		CLOSED
S89-068-12	S89-068-12	Encounter Forms	SUPERSEDED by S89-211		
S89-068-1	S89-068-1	Fee Cards (patient financial status remittance status and third party billing information; filed alpha)	6 years		CLOSED
S89-073-3	S89-073-3	Field Nurse Card File	10 years after last seen or to age 21 whichever is longer		CLOSED
S89-073-4	S89-073-4	Field Nurse Log	4 years		CLOSED



## ***King County Record Series by Office***

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S89-068-7	S89-068-7	Field Nursing Encounter Form	SUPERSEDED by S89-211		
S89-068-10	S89-068-10	Field Nursing No-Visit Record	10 years ot until age 21 whichever is longer		CLOSED
S89-068-8	S89-068-8	Field Nursing Referral Cards	4 years		CLOSED
S89-068-9	S89-068-9	Field Nursing Single Visit Record	SUPERSEDED by S89-211		CLOSED
S89-068-20	S89-068-20	Gray Top Taxi Billing Record	7 years		Open
S89-068-19	S89-068-19	HMC Rent Record	7 years		Open

## *King County Record Series by Office*

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S89-068-13	S89-068-13	Immunization Records	10 years after immunization or age 21 whichever is longer		CLOSED
KC00-001-03	KC00-001-03	Imunization Consent Forms	Adults - 10 years; All Ages - 21 years	SUPERSEDES S91- 165.01; GS55-01B.01; RETENTION DIFF	CLOSED
KC00-001-02	KC00-001-02	Intrauterine Devices (IUD) Insertion Charts	Lippes Loop - 75 years after date of insertion; non-permanent IUDs and Contraceptive Implants - SUPERSEDED by K00- 004.01	LIPPES LOOP NO LONGER USED; ONE TIME RECORDS SERIE	CLOSED
KC00-004-01	KC00-004-01	Intrauterine Devices (IUD) Insertion Charts	10 years or until age 21 whichever is longer	REDUCING THE RETENTION PERIOD TO CLOSER MATCH THE	CLOSED

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<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-068-15	S89-068-15	M & I Bus Token Records	3 years		CLOSED
S89-068-14b	S89-068-14b	M & I Patient Fiscal Records (DSHS)	7 years		CLOSED
S89-068-14a	S89-068-14a	M & I Patient Fiscal Records (Full Pay)	7 years		CLOSED
S89-068-16	S89-068-16	M & I Patient Lists	7 years		CLOSED
S89-068-11	S89-068-11	Medical Record Transfer Requests	3 years		CLOSED
S89-068-17	S89-068-17	Monthly M & I Statistical Reports	7 years		CLOSED

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
KC00-001-1	KC00-001-01	Occupational Health Records	70 years	REFERENCES: GS55-01D.10 GS50-019.01 WAC 296-62-05	CLOSED
S89-063-9	S89-063-9	Out of King County Death Certificates	PERMANENT		CLOSED
S89-068-4	S89-068-4	Patient Dental Records	10 years after last treatment or to age 21 whichever is longer		CLOSED
S89-068-2	S89-068-2	Patient Medical Records	SUPERSEDED by S89-211		
S89-068-6	S89-068-6	Patient Medicine Profiles	15 years		Open
S89-063-8	S89-063-8	Policy/Procedure Records	Until superseded		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-068-18	S89-068-18	Providence Patient Billing List	7 years		CLOSED
S89-068-22	S89-068-22	Providence Patients Fiscal Records	7 years		CLOSED
S89-068-5	S89-068-5	Refrigerator Control	15 years		Open
S89-068-21	S89-068-21	University Billing Record	7 years		CLOSED
S89-063-2	S89-063-2	WIC Program Records	SUPERSEDED by S91- 166.1		
S89-068-3	S89-068-3	Women Infants & Children (WIC) Client Records	SUPERSEDED by S91- 166.1		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PHDP	Public Health Data Processing				
S89-016-2	S89-016-2	Duplicate Number Resolution	2 years	On-Line	CLOSED
S89-016-1c	S89-016-1c	Encounter Forms	10 years	Confidential Destruction	CLOSED
S89-016-5b	S89-016-5b	Encounter Records	Online 3 months in entirety	Summary line of information kept while patient con	CLOSED
S89-016-1b	S89-016-1b	Field Nursing Single Visit Records	10 years	Confidential Destruction	CLOSED
S89-016-5c	S89-016-5c	Immunization Records	Online whle patient continues to receive services	Purged to Microfiche	CLOSED

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-016-3	S89-016-3	Pharmacy Reports	6 years	On-Line	Open
S89-016-4	S89-016-4	Public Health Services Activity (PHIS) Reports	PHIS Reports - 1 year; Monthly Summaries - 10 years; Year-End Summary - 5 years	Potentially Archival	
S89-016-5a	S89-016-5a	Registration Information	Online - 5 years after last service	Purged to Microfiche	CLOSED
S89-016-1a	S89-016-1a	Short Patient Registration Forms	3 months	Confidential Destruction	CLOSED

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PHDR	Public Health Director's Office				
S89-033-1	S89-033-1	Board of Health Records	PERMANENT		Open
S89-033-4	S89-033-4	Citizen Complaint Files	3 years		Review
S89-033-3	S89-033-3	City/County Division Files	3 years	Potentially Archival	Open
S89-033-9	S89-033-9	Disaster Plans	Until superseded		Open
S89-033-16	S89-033-16	Legislation Analysis Form	5 years	Archival	Open
S89-033-17	S89-033-17	Legislation Issue Form - Health	5 years	Archival	Open



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-033-15	S89-033-15	Legislative Issue Log	1 year		Open
S89-033-8	S89-033-8	Lobbying Expenditure Report Form L-5	PERMANENT		Open RCW 42.17.440
S89-033-5	S89-033-5	Newsletters (published by Department of Public Health)	6 years	Potentially Archival	Open
S89-033-10	S89-033-10	Press Releases	6 years	Potentially Archival	Open
S89-033-2	S89-033-2	Project Files	3 years	Potentially Archival	Open
S89-033-14	S89-033-14	Public Health Personnel Issues Status Report	2 years		CLOSED

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S89-033-13	S89-033-13	Public Health Position Control Back	1 month		CLOSED
S89-033-6	S89-033-6	Recruitment	6 years		Open
S89-033-12	S89-033-12	Suburban Cities Contract - Government Unit Report	10 years		Open
S89-033-7	S89-033-7	Suburban Cities Contracts - Analysis Worksheets	6 years		Review
S89-033-11	S89-033-11	Suburban Cities Contrat Letters	6 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PHEH	Public Health Environmental Health/ District Office				
S89-017-3	S89-017-3	Animal Bite Reports	3 years		Review Required
S89-017-5	S89-017-5	Animal Treatment Records	6 years		Review Required
S89-019-16	S89-019-16	Building Plan Approvals	6 years		Open
S89-017-26	S89-017-26	Chem-Phys Program Files	6 years	Potentially Archival	Review Required
S89-017-25	S89-017-25	Chem-Phys Project Files	6 years	Potentially Archival	Review Required
S89-019-6	S89-019-6	Complaints	7 years		Review Required

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-017-13	S89-017-13	Complaints Filed	6 years		Review Required
S89-017-14	S89-017-14	Complaints Resulting in Court Action	7 years after complete		Review Required
S89-017-7	S89-017-7	Condemnation Orders	6 years		Open
S89-019-15	S89-019-15	Condemnation Orders	6 years		Open
S89-019-10	S89-019-10	EHS Daily Statistical Sheet	7 years		Open
S90-018-1	S90-018-1	Environmental Health Audit Files	6 years		Open

## *King County Record Series by Office*

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S89-017-19	S89-017-19	Establishment Register	Until superseded		Open
S89-019-20	S89-019-20	Establishment Register	Until superseded		Open
S96-113-4	S96-113-4	Evaluation Files			
S89-017-6	S89-017-6	FHA Inspections	6 years		Open
S96-113-8	S96-113-8	Field Visit Database for Completed Inspections			
S89-019-9	S89-019-9	Food Inspection Files	6 years		Review Required

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-017-16	S89-017-16	Food Poisoning Complaints and Investigations	6 years		Review Required
S89-019-7	S89-019-7	Food Worker Permit Log	Until expired or superseded		CLOSED
S89-017-10	S89-017-10	Gas Piping Permits	6 years		Open
S89-017-24	S89-017-24	Incineration Project	6 years after complete		Open
S89-017-4	S89-017-4	Investigation Reports	6 years		Review Required
S89-017-22	S89-017-22	Land Fill Permits	6 years		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S96-113-9	S96-113-9	LHWMP Reference Database	Online - 3 years EXCEPT Computer Documentation While Current; Tape Backup - Business Index Only Daily - 1 week; Quarterly - 3 months		Open EXCEPT for Brochure Review Required
S89-017-20	S89-017-20	License Register	Until expired or superseded		Open
S96-113-1	S96-113-1	Local Hazardous Waste - Business Audits			
S96-113-2	S96-113-2	Local Hazardous Waste - Collector Audits			
S96-113-3	S96-113-3	Local Hazardous Waste - Project Management Files			

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-017-17	S89-017-17	Meat Inspections	6 years		Open
S89-019-13	S89-019-13	Mobile Home Inspections	7 years		Open
S89-017-15	S89-017-15	Nuisance Report Log	2 years		Review Required
S89-017-8	S89-017-8	Perk Tests	1 year		Open
S89-019-4	S89-019-4	Perk Tests	6 years		Open
S89-017-12	S89-017-12	Permit and Approval Summaries	PERMANENT		Open



## ***King County Record Series by Office***

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S89-019-17	S89-019-17	Permit and Approval Summaries	3 years		Open
S89-017-21	S89-017-21	Permits - Computer Printouts	Online - while current; Hard copy - 6 months		Open
S89-019-5	S89-019-5	Permits - Computer Printouts	2 years		Open
S89-017-11	S89-017-11	Plumbing Permits	6 years		Open
S89-019-12	S89-019-12	Pool Inspections	7 years		Open
S96-113-6	S96-113-6	Priority Industry Project Database			

## ***King County Record Series by Office***

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S89-019-11	S89-019-11	Receipt Validation Files	7 years		Open
S89-019-1	S89-019-1	Refunds	3 years		Open
S89-017-18	S89-017-18	Refuse Disposal	3 years		Open
S89-019-18	S89-019-18	Refuse Disposal	6 years		Open
S89-019-14	S89-019-14	School Inspection Files	7 years		Open
S89-019-2	S89-019-2	Septic Tank Approvals & Permits	SUPERSEDED BY S89-176		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-176-1	S89-176-1	Septic Tank Approvals & Permits	Microfilm - PERMANENT; Hard copy destroyed after quality of microfilm confirmed	Microfilmed	Open
S89-017-9	S89-017-9	Septic Tank Approvals and Permits	1 year		Open
S89-019-3	S89-019-3	Short Plats	Until superseded		Open
S89-017-23	S89-017-23	Solid Waste Research	6 years after complete		Open
S89-017-1	S89-017-1	Statistical Reports Monthly & Annual	2 years		Open

## *King County Record Series by Office*

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S89-017-2	S89-017-2	Surveys	5 years		Review Required
S89-019-8	S89-019-8	Temporary Food Permit Files	3 years		Open
S89-019-21	S89-019-21	Vector Control	6 years		Open
S96-113-7	S96-113-7	Waste Characterization Permit Database			
S96-113-5	S96-113-5	Waste Characterization Permits			
S89-019-19	S89-019-19	Water - Public/Private Inspections	6 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PHEM	Emergency Medical Services				
S89-031-25	S89-031-25	Apparatus Maintenance Files	Life of Equipment + 7 years	South King County Medic I Office	Open
S89-031-1a	S89-031-1a	Coding Forms: Cardiac Arrest Surveillance System Primary Coding Forms	20 years		Review Required
S89-031-1b	S89-031-1b	Coding Forms: Cardiac Arrest Surveillance System Supplementary Coding Forms	10 years after project completion		Review Required
S89-031-1c	S89-031-1c	Coding Forms: Injury Control Program Coding Forms	6 years		Review Required
S89-031-1d	S89-031-1d	Coding Forms: Pilot Study	2 years		Review Required

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-031-27	S89-031-27	Controlled Drug Logs	10 years	South King County Medic I Office	Open
S89-031-9	S89-031-9	CPR Certification	7 years		Open
S89-031-11	S89-031-11	CPR Dispatcher - Assisted CPR Tapes	6 years	RCW 42.17.310	CLOSED
S89-031-10	S89-031-10	CPR Training Files	5 years		Open
S89-031-13	S89-031-13	Disaster Study	6 years	Archival	Open
S89-031-12	S89-031-12	Emergency Disaster Operations Plan	PERMANENT	Archival	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-031-31	S89-031-31	EMS Coordinating Council	6 years	Archival	Open
S89-031-30	S89-031-30	EMS Review Committee	6 years	Archival	Open
S89-031-14	S89-031-14	EMT Certification	6 years		Open
S89-031-15	S89-031-15	EMT Training Records	Termination + 6 years		Open
S89-031-21	S89-031-21	EMT-D Cassette Tape Case Review	7 years		CLOSED
S89-031-17	S89-031-17	EMT-D Certification	6 years		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S89-031-16	S89-031-16	EMT-D Certification Tapes	1 year		Open
S89-031-20	S89-031-20	EMT-D Individual Case Cassettes	7 years	RCW 42.17.310	CLOSED
S89-031-18	S89-031-18	EMT-D Practical Skills Certification	1 year		Open
S89-031-32	S89-031-32	Grant File - Research (proposals awards final reports)	6 years or until resolution of litigation or audits begun during this period or until satisfaction of grantor requirements		Open
S89-031-19	S89-031-19	Long Range Planning Files	PERMANENT	Archival	Open



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-031-29	S89-031-29	Master Paramedic Schedule	Termination + 6 years		Open
S89-031-6	S89-031-6	Medical Incident Report Forms (MIRF)	SUPERSEDED BY S90-019.6		
S90-019-6	S90-019-6	Medical Incident Report Forms (MIRF)	10 years	South King County Medic I Office	Review Required
S89-031-23	S89-031-23	Medical Record Requests - Complete	7 years	South King County Medic I Office	Open
S89-031-24	S89-031-24	Medical Record Requests - Incomplete	3 months after cancelled	South King County Medic I Office	Open
S89-031-7	S89-031-7	MIRF Index	PERMANENT	South King County Medic I Office	Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-031-8	S89-031-8	MIRF Research Copy	MD XX - 1 year; all others 3 years		Review Required
S89-031-28	S89-031-28	Paramedic Schedule Roster	2 years		Open
S89-031-26	S89-031-26	Paramedics - Continuing Education	Termination + 6 years	South King County Medic I Office	Open
S89-031-5b	S89-031-5b	Program Reports - EMS Annual Summary Reports	5 years	Archival	Open
S89-031-5a	S89-031-5a	Program Reports - EMS Quarterly and Annual Summary Reports	5 years	Archival	Open
S89-031-2b	S89-031-2b	Research Database - Major Research Database	PERMANENT		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-031-2a	S89-031-2a	Research Database - MIRF	PERMANENT		Open
S89-031-2c	S89-031-2c	Research Database - Miscellaneous Research Databases	5 years after project completion		Open
S89-031-3	S89-031-3	Research Database Log Books	PERMANENT		Open
S89-031-4	S89-031-4	Research Reports & Articles	10 years	Archival	Open
S89-031-22	S89-031-22	Subpoenas	6 months after court date	South King County Medic I Office	CLOSED

## *King County Record Series by Office*

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PHFA	Public Health Fiscal Admin Services				
S89-069-1	S89-069-1	Accounts Receivable (ARMS & AIRS) Reports	1 year		Open
S89-069-11	S89-069-11	AIRS Invoices	6 years		Open
S89-069-18	S89-069-18	ARMS Reports on Microfiche	PERMANENT		Open
S89-069-3	S89-069-3	Cash Deposit Input Records	6 years		Open
S89-069-2	S89-069-2	Fiscal Encounter Forms	6 years		Review Subject to Patient Confidentiality
S89-069-4	S89-069-4	Incorporated Cities Billing Histories A/R Documents	20 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-069-13	S89-069-13	King County General Journal Entries (TC-35)	2 years		Open
S89-069-12	S89-069-12	King County Interfund Transfer Voucher (TC-34)	2 years		Open
S89-069-14	S89-069-14	King County Transmittal and Receipt (TC-25)	2 years		Open
S89-069-10	S89-069-10	King County Voucher Payments (TC-50)	2 years		Open
S89-069-6	S89-069-6	Labor Distribution Reports	SUPERSEDED by S94- 044.9		
S89-069-8	S89-069-8	Laboratory Final Reports Statements	8 years		Review

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-069-16	S89-069-16	Manual Miscellaneous Billings & Source	6 years		Open
S89-069-7	S89-069-7	Non-Sufficient Fund (NSF) Letters	2 years		Open
S89-069-5	S89-069-5	Paid Petty Cash Checks	6 years		Open
S89-069-19	S89-069-19	Public Health Reports (Labor Exception & Balance)	6 years		Open
S89-069-15	S89-069-15	Receipt Books	6 years		Open
S89-069-17	S89-069-17	Reconciled Bank Statements	6 years		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S89-069-9	S89-069-9	Supply and Inventory Withdrawals	6 years		Open

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PHHV	Public Health Prevention HIV/AIDS Program				
KC00-003-01	KC00-003-01	Contract Working Files	3 years	STATE REFERENCE: GS50-01.02	Open
KC00-003-02	KC00-003-02	Data (Raw)	7years; may be kept longer if required by grant or contract	STATE REFERENCE: GS50-20B.01	Review Required
KC00-003-03	KC00-003-03	Project History Files	6 years	STATE REFERENCE: GS50-01.02	Open
KC00-003-04	KC00-003-04	Reference Files	3 years	STATE REFERENCE: GS50-01.02	Open
KC00-003-05	KC00-003-05	Research Study Materials	10 years	STATE REFERENCE: GS50-01.32	Review Required



## ***King County Record Series by Office***

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PHJH	Public Health Regional & Laboratory Services/Jail				
S89-020-20	S89-020-20	14 Day Physical Exam Lists/ Printouts	10 years		CLOSED
S89-211-4	S89-211-4	Alert Lists	1 month		CLOSED
S89-211-16	S89-211-16	Booking Screening Forms	10 years after treatment		CLOSED
S89-020-17	S89-020-17	Critical Placement	1 month		CLOSED
S89-211-5	S89-211-5	End of Shift Reports	1 month		CLOSED
S91-164-2	S91-164-2	Hepatitis A Case Files	6 years		CLOSED

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-020-21	S89-020-21	Initial Verification Sheet for Medication Sign Out	10 years		CLOSED
S89-020-22	S89-020-22	Kites Forms	10 years		CLOSED
S89-020-23	S89-020-23	North Rehab Facility Lists	1 month		CLOSED
S91-164-1	S91-164-1	Ombudsman Forms	10 years		CLOSED
S89-020-25	S89-020-25	Psychiatric Unit Bed Counts	1 month		CLOSED
S89-020-26	S89-020-26	Psychiatric Unit Referrals	10 years		CLOSED

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PHLB	Public Health Laboratory District Offices				
S89-020-1	S89-020-1	Case Reports Line Listing Cards	PERMANENT		CLOSED
S89-020-13	S89-020-13	Centers for Disease Control (CDC) Confidential Case Reports	1 year		CLOSED
S89-020-9	S89-020-9	Communicable Disease Publications (reference)	5 years	Archival	Open
S91-132-1	S91-132-1	Communicable Disease Reports	PERMANENT	Archival	Open
S89-020-7	S89-020-7	Daily Complaints - Foodborne Illness	3 years		CLOSED

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S89-020-2	S89-020-2	Disease Outbreak Investigation Case Reports	PERMANENT		CLOSED
S89-020-3	S89-020-3	Disease Outbreak Records	PERMANENT		CLOSED
S89-211-2	S89-211-2	Encounter Forms	SUPERSEDED by S91-45.		CLOSED
S89-074-4	S89-074-4	Environmental Protection Agency (EPA) Water Analysis Records	7 years		Review
S89-020-4	S89-020-4	Epidemiologists Summary	PERMANENT	Archival	Open
S89-020-8	S89-020-8	Epilog	PERMANENT		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-074-9	S89-074-9	Equipment & Materials Evaluations	7 years		CLOSED
S89-074-3	S89-074-3	Gonorrhea Final Reports	8 years		CLOSED
S89-020-6	S89-020-6	Immunization - Adverse Reaction Report	22 years		CLOSED
S89-072-4	S89-072-4	Incubator Temperature Log	10 years		Open
S89-072-2	S89-072-2	In-House Test File	6 months		CLOSED
S89-074-10	S89-074-10	Laboratory Equipment Purchase Orders	20 years		CLOSED

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S89-074-2	S89-074-2	Laboratory Final Reports	8 years		CLOSED
S89-074-1	S89-074-1	Laboratory Worksheets	8 years		CLOSED
S89-074-11	S89-074-11	Microbacteria Reports	7 years		CLOSED
S89-020-5	S89-020-5	Monthly Immunization Report	3 years		Open
S89-074-7	S89-074-7	Quality Control Reports - Media	8 years		Review
S89-074-6	S89-074-6	Quality Control Reports - Reagents	8 years		Review

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S89-072-3	S89-072-3	Refrigerator Temperature Log	15 years		Open
S89-072-1	S89-072-1	Send Out Test Log	2 years		CLOSED
S89-074-5	S89-074-5	Specimen Number Logs	8 years		Review
S89-020-14	S89-020-14	Statistical & Surveillance Reports	10 years	Archival (1 copy)	Open
S89-074-8	S89-074-8	Temperature Charts	8 years		Open

## *King County Record Series by Office*

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PHME	Public Health Medical Examiner				
S89-032-11	S89-032-11	Autopsy Log Book	10 years		Open
S89-032-1	S89-032-1	Autopsy Reports	10 years	Potentially Archival	CLOSED
S89-032-2	S89-032-2	Autopsy Reports - Other Hospitals	6 years		CLOSED
S89-032-3	S89-032-3	Demographic Reports	10 years	Potentially Archival	Open
S89-032-8	S89-032-8	Disposition of Firearms - Authorization	10 years		Open
S89-032-10	S89-032-10	Evidentiary Receipt Book	10 years		CLOSED



## ***King County Record Series by Office***

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S89-032-5	S89-032-5	Harborview Medical Records Log Book	2 years after last entry		CLOSED
S89-032-9	S89-032-9	Investigator Shift Log	6 years		CLOSED
S89-032-12	S89-032-12	Master Case Log	10 years		Open
S89-032-13	S89-032-13	Medical Examiner Case Log	10 years		Open
S89-032-4	S89-032-4	Medical Examiner Determination	10 years		Open
S89-032-14	S89-032-14	No Jurisdiction Assumed - Case Log	10 years		Open

## ***King County Record Series by Office***

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S89-032-16	S89-032-16	Personal Effects Receipt Book	8 years		CLOSED
S89-032-15	S89-032-15	Photographic Files	12 years		CLOSED
S89-032-6	S89-032-6	Suicide Notes	10 years		CLOSED
S89-032-7	S89-032-7	Suicide Weapons - Receipt Book	10 years		CLOSED

## *King County Record Series by Office*

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PHND	Public Health Nursing & Dental				
S89-070-7	S89-070-7	Board of Dental Examiners	3 years		Review Required
S89-070-12	S89-070-12	CERP Committee (Minutes & Agendas)	5 years	Archival (one copy)	Open
S89-070-6	S89-070-6	Community Liaison	6 years		Open
S89-070-8	S89-070-8	Dental Consultation & Planning	6 years after project completion		Open
S89-070-2	S89-070-2	Dental Peer Review Annual Rpt	6 years after dentist terminates		CLOSED

## ***King County Record Series by Office***

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S89-070-1	S89-070-1	Dental Peer Review Forms	3 years		CLOSED
S89-070-3	S89-070-3	Dentist Recruitment	3 years		Open
S89-070-9	S89-070-9	Nursing Program Policies	Adults - 8 years; Children - 21 years	Archival (one copy)	Open
S89-070-4	S89-070-4	On-Call Dentist Licenses	While current		Open
S89-070-5	S89-070-5	On-Call Dentist List	1 year		Open
S89-070-11	S89-070-11	Quality Assurance Audit Records	5 years		Open

## *King County Record Series by Office*

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S89-070-10	S89-070-10	Quality Assurance Standards for Nursing Practice	Adults - 8 years; Children - 21 years	Archival (one copy)	Open

## *King County Record Series by Office*

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PHPH	Public Health Pharmacies District & Support Services				
S89-021-3	S89-021-3	Clinics and Private Provider Requisitions	15 years		Open
S89-021-8	S89-021-8	Controlled Substances Inventory Records	6 years after audit		Open
S89-021-7	S89-021-7	Drug Contracts	6 years after contract expires		Open
S89-071-2	S89-071-2	Drug Inventory Records	3 years		Open
S89-021-6	S89-021-6	Drug Purchase Receipts	15 years		Open
S89-071-1	S89-071-1	Drug Tallies	3 years		Open

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S89-021-9	S89-021-9	Medication Inventory Records	3 years		Open
S89-021-2	S89-021-2	Patient Medication Profiles	15 years	On-Line	CLOSED
S89-071-3	S89-071-3	Patient Medication Profiles	15 years		CLOSED
S89-021-1	S89-021-1	Pharmacy Status Reports	Until superseded		Open
S89-021-5	S89-021-5	Prescriptions	DUPLICATE - see S89-071.4		CLOSED
S90-064-1	S90-064-1	Prescriptions	Until completion of State Auditors examination report		CLOSED

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S89-071-4	S89-071-4	Prescriptions - Filled	15 years		CLOSED
S89-071-5	S89-071-5	Refrigerator Control	15 years		Open
S89-021-4	S89-021-4	Vaccine Receipt Log	15 years		Open



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PHPP	Public Health Payroll/Personnel				
S94-044-4	S94-044-4	Administrative Payroll Reports	2 months		CLOSED
S89-065-9	S89-065-9	Appointment Lists	2 years after last entry		Open
S94-044-12	S94-044-12	Correction to Payroll After Payroll Cutoff	6 years		
S89-065-4	S89-065-4	Employee Service Records	6 years		CLOSED
S89-065-2	S89-065-2	Equal Employment Opportunity (EEO) Quarterly Reports Profile	1 year		Open

## ***King County Record Series by Office***

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S94-044-11	S94-044-11	Fiscal Inquiry Note	6 years		
S89-065-10	S89-065-10	Grievances and Complaints	2 years after case CLOSED	State General Retention Schedule says 6 years afte	CLOSED
S94-044-1	S94-044-1	Health & Labor Distribution Payroll Database - Master File	Until superseded		CLOSED
S94-044-14	S94-044-14	HLDS Documentation Manual	Life of system + 3 years		
S94-044-13	S94-044-13	HLDS Operators Guide	Until superseded; one copy for life of system		
S89-065-3	S89-065-3	Industrial Insurance Files	4 years		CLOSED

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S89-065-7	S89-065-7	Job Specifications and Announcements	Until superseded	May be kept longer at office; State General Retent	Open
S94-044-9	S94-044-9	Labor Distribution Reports	6 years	Supersedes S89-069.6	?
S94-044-8	S94-044-8	Life to Date Hours	2 months		CLOSED
S89-065-6	S89-065-6	Orientation Materials	Until superseded		Open
S89-065-5	S89-065-5	Past Employee Personnel Cards	8 years after termination	May be kept longer at office; State General Retent	CLOSED
S89-065-1	S89-065-1	Personnel Files Active Employees	8 years after termination	State General Retention Schedule - 6 years after t	CLOSED

## ***King County Record Series by Office***

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S89-065-8	S89-065-8	Reclassification Determinations by Job Title	Until superseded		Open
S89-065-11	S89-065-11	Requisitions & Certificates	8 years		CLOSED
S94-044-7	S94-044-7	Tiem Card Entry	2 months		CLOSED
S94-044-6	S94-044-6	Time Detail by Site	6 years		CLOSED
S94-044-3	S94-044-3	Time History Files	Life of system + 6 years		CLOSED
S94-044-5	S94-044-5	Timekeepers Site Reports	While current		CLOSED

## ***King County Record Series by Office***

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S94-044-2	S94-044-2	Transaction Files	1 month		Review Required
S94-044-10	S94-044-10	Unplanned Leave Call-In Form	While current		Open

## *King County Record Series by Office*

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PHRF	Public Health Refugee Services				
S89-075-1	S89-075-1	Arrival Documents/Immigrants	8 years		CLOSED
S89-075-2	S89-075-2	Encounter Forms	SUPERSEDED by S89-211		
S89-075-4	S89-075-4	Hepatitis B Project Records	6 years	Archival	Open
S89-075-3	S89-075-3	Refugee Pre-Registration Records	3 years		CLOSED

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PHSS	Public Health Support Services				
S89-022-2	S89-022-2	Claims and Litigation Case Files	1 year after case CLOSED		CLOSED
S89-022-8	S89-022-8	Contracts (contract/grant files)	8 years after contract expires and audit if required		Open
S89-022-11	S89-022-11	Facilities Plans & Layouts	While current	Archival	Open
S89-022-4	S89-022-4	Incident Reports	2 years		CLOSED
S89-022-14	S89-022-14	Inventory Withdrawal Form	6 years		Open

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S89-022-7	S89-022-7	Legal Decisions Opinions and Interpretations	PERMANENT		Open
S89-022-1	S89-022-1	Medical Records Requests and Releases	6 years		Needs Review
S89-022-3	S89-022-3	Records Subpoenas	6 years		Open
S89-022-9	S89-022-9	Rejected Health Service Contracts	3 years		Open
S89-022-12	S89-022-12	Request to Purchase Forms	6 years		Open
S89-022-13	S89-022-13	Request to Purchase Forms - Direct Voucher	6 years		Open



## ***King County Record Series by Office***

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S89-022-6	S89-022-6	Risk Management Case Files	PERMANENT; 6 years?		Needs Review
S89-022-5	S89-022-5	Risk Management Claims	PERMANENT; 6 years?		Needs Review
S89-022-10	S89-022-10	Supply Inventory	3 years		Open
S89-022-15	S89-022-15	Transfer Form for Inventory Control Report	2 years		Open

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PHST	Public Health Regional & Laboratory Services/STD				
S89-066-9	S89-066-9	Chlamydia Screening Reports	6 years		CLOSED
S89-066-8	S89-066-8	Gonorrhea and Chlamydia Investigation Reports	6 years		CLOSED
S89-066-6	S89-066-6	Monthly Statistical Reports	10 years		Open
S89-066-5	S89-066-5	STD Computer Reports	8 years		CLOSED
S89-066-4	S89-066-4	Syphilis and Gonorrhea Laboratory	2 years		CLOSED
S89-066-7	S89-066-7	Syphilis Investigation Reports	20 years	Potentially Archival	CLOSED

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PHTB	Public Health Regional & Laboratory Services/TB				
S89-020-33	S89-020-33	School Employee Tuberculosis Test Cards	PERMANENT		CLOSED
S89-020-28	S89-020-28	Tuberculosis Patient Record Locator File	PERMANENT	Potentially Archival	CLOSED
S89-020-30	S89-020-30	Tuberculosis Skin Test Screening Card	1 month	Destroyed monthly	CLOSED
S89-020-32	S89-020-32	Tuberculosis Skin Test Screening Log	21 years		CLOSED
S89-020-31	S89-020-31	Tuberculosis Skin Test Screening Summaries	21 years		CLOSED

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S89-020-29	S89-020-29	Tuberculosis/Chest Clinic Patient X-Rays	10 years after last treatment or age 21 whichever is longer		CLOSED

## *King County Record Series by Office*

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PHVS	Public Health Regional & Laboratory Services/Vital				
S89-020-36	S89-020-36	Birth & Death Record Receipted Orders	7 years		Open
S89-020-37	S89-020-37	Burial Transit Permits	7 years	Archival	Review Required
S89-020-35	S89-020-35	Monthly and Weekly Reports (non-Vital Statistics references)	1 year	Not a Vital Statistics records series; reference o	Open
S89-020-34	S89-020-34	Vital Statistics Annual Reports			
S89-020-38	S89-020-38	Vital Statistics Records	PERMANENT	Archival 1880-1965 bound volumes or hardcopy; 1966	

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PHWC	Public Health Women Infants and Children (WIC)				
S89-076-5	S89-076-5	Clinic Action Reports	10 years after last treatment or until age 21 whichever is longer	Other items in schedule are superseded	CLOSED
S89-076-7	S89-076-7	Patient Financial Documentation	6 years	Other items in schedule are superseded	CLOSED
S94-033-10	S94-033-10	WIC Client Voucher Files	5 years	Supersedes S91-166.1; State WIC Required Retention	CLOSED
S94-033-11	S94-033-11	WIC Clinic Action Reports	5 years	Obsolete	CLOSED
S94-033-2	S94-033-2	WIC Computer/Manual Check Registers	5 years	Supersedes S89-076.3 .4; State WIC Required Retent	CLOSED

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S94-033-12	S94-033-12	WIC Current Patient Activity	While Current	Obsolete	CLOSED
S94-033-4	S94-033-4	WIC Endorser Cross Reference Report	While Current		CLOSED
S94-033-7	S94-033-7	WIC Farmers Market Check Register	5 years	State WIC Required Retention	CLOSED
S94-033-9	S94-033-9	WIC Nutritional Program Records	6 years		Open
S94-033-8	S94-033-8	WIC Patient Current Statistics Report	Administration - 5 years; Clinic - while current	Potentially Archival; State WIC Required Retention	Open
S94-033-3	S94-033-3	WIC Patient Summary Report	While Current		CLOSED

## *King County Record Series by Office*

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S94-033-5	S94-033-5	WIC Questionable Check Listing	5 years	State WIC Required Retention	CLOSED
S94-033-13	S94-033-13	WIC Verification of Certification Form	5 years		CLOSED
S94-033-6	S94-033-6	WIC Voucher Transmittals	5 years	State WIC Required Retention	Open
S94-033-1	S94-033-1	WIC Waiting List	3 years	Supersedes S89-076.6; State WIC Required Retention	CLOSED



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PKBL	Parks Planning & Resources (DDES now DNR?) Building & Land Development Protective Services				
S89-209-2	S89-209-2	Arson Case Log	OBSOLETE		
S89-209-1	S89-209-1	Fire Investigation - Arson	OBSOLETE		
S89-209-3	S89-209-3	Fire Investigation Records	7 years		Open

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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PSAL	Public Safety (now Sheriff's Office) All Divisions				
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S89-232-1	S89-232-1	Public Safety Working Notes	While Current		
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## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PSAP	Public Safety (now Sheriff's Office) Accounting/Purchasing				
S73-156A-20	S73-156A-20	Bail Receipt Journals	7 years; transfer to Records & Elections after audit	May be superseded by State Gen Schedule July 2001	
S73-156A-1	S73-156A-1	Billing Invoices	2 years	May be superseded by State Gen Schedule July 2001	
S73-156A-18	S73-156A-18	Budget Books (Final Form)	4 years	May be superseded by State Gen Schedule July 2001	
S73-156A-5	S73-156A-5	Budget Proposal Notebooks	2 years	May be superseded by State Gen Schedule July 2001	
S73-156A-3	S73-156A-3	Cash Register Summary	3 years	May be superseded by State Gen Schedule July 2001;	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S73-156A-2	S73-156A-2	Cash Register Tapes	7 years after audit	May be superseded by State Gen Schedule July 2001	
S73-156A-17	S73-156A-17	Check Register - Data Processing	7 years; transfer to Records & Elections after audit	May be superseded by State Gen Schedule July 2001	
S73-156A-16	S73-156A-16	Employee Insurance Claims	2 years	May be superseded by State Gen Schedule July 2001	
S73-156A-10	S73-156A-10	Employee Overtime Records	7 years; transfer to Records & Elections after audit	May be superseded by state Gen Schedule July 2001	
S73-156A-11	S73-156A-11	Historical Data File (supports admin and retirement department policies)	PERMANENT updated copy	May be superseded by state Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S73-156A-14	S73-156A-14	Insurance Bonds for Employees	7 years after expiration; transfer to Records & Elections after expiration	May be superseded by State Gen Schedule July 2001	
S73-156A-6	S73-156A-6	Inventory Listing	Maintain until superseded with updated listing	May be superseded by State Gen Schedule July 2001	
S73-156A-23	S73-156A-23	Law Enforcement Contracts	7 years after contract expires	May be superseded by State Gen Schedule July 2001	
S73-156A-12	S73-156A-12	Mileage Vouchers and Miscellaneous	2 years	May be superseded by State Gen Schedule July 2001	
S73-156A-4	S73-156A-4	Operating Expenditure Status Report	3 years	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S73-156A-8	S73-156A-8	Payroll Change Forms	Destroy 60 days after audit	May be superseded by State Gen Schedule July 2001	
S73-156A-13	S73-156A-13	Payroll Journals	5 years after audit; transfer to Records & Elections after expiration	May be superseded by State Gen Schedule July 2001	
S73-156A-9	S73-156A-9	Payroll Records (pre-Data Processing)	7 years after termination; transfer to Records & Elections 1 year after audit	May be superseded by state Gen Schedule July 2001	
S73-156A-7	S73-156A-7	Payroll Transmittals	2 years	May be superseded by State Gen Schedule July 2001	
S73-156A-22	S73-156A-22	Purchase Requisitions	3 years	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S73-156A-15	S73-156A-15	Sheriffs Cancelled Checks	7 years	May be superseded by State Gen Schedule July 2001	
S73-156A-19	S73-156A-19	Treasurer Transmittals	3 years; should be audited	May be superseded by State Gen Schedule July 2001	
S73-156A-21	S73-156A-21	Work Release Documentation	7 years; transfer to Records & Elections after audit		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PSAT	Public Safety (now Sheriff's Office) Criminal Investigations/ Auto Theft, Check Fraud, Pawn Shop				
S85-054-6	S85-054-6	Case Assignment Log	1 year after last entry	Also on S85-043	
S85-054-5	S85-054-5	Case Reports (reference copies)	1 year	Also on S85-043	
S85-054-4	S85-054-4	Evidence Log	6 years after last entry	Also on S85-043	
S85-054-1	S85-054-1	Gun Audit Printout	6 months		
S85-054-8	S85-054-8	Mug Files	PERMANENT	Also on S86-200 #3	
S85-054-3	S85-054-3	Pawn Shop and Gun Dealer Index	Until superseded		



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-054-2	S85-054-2	Pawn Slips	1 year	Also on S85-043 #10	
S85-054-7	S85-054-7	Statistical Reports	2 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PSCM	Public Safety (now Sheriff's Office) Communications Section				
S85-046-10	S85-046-10	Communications Training Files	Until superseded		
S85-046-11	S85-046-11	Computer Aided Dispatch Files	Until superseded		
S85-046-5	S85-046-5	Computer Aided Dispatch Printouts	Magnetic Media - 1 year; Hard Copy - until superseded		
S85-046-12	S85-046-12	Computerized Phone System	Until superseded		
S85-046-2	S85-046-2	Court Order Files	Until order cancelled + 1 year	Magnetic Media	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-046-4	S85-046-4	Law Enforcement Printouts	1 year	Magnetic Media	
S85-046-6	S85-046-6	Operations Tape Files	3 months with review for important information; include those items with case files		
S85-046-7	S85-046-7	Radio Engineer Site Files	Obsolete - SEE NOTE	Potentially Archival	
S85-046-9	S85-046-9	Standard Operating Procedure Revision Files	Until superseded	Archival - 1 copy	
S85-046-8	S85-046-8	Telecommunications Referral Manual Files	Until superseded	Archival - 1 copy	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-046-13	S85-046-13	Telephone Files	Until superseded + until after State Audit		
S85-046-3	S85-046-3	Warrant Recall Log	1 year		
S85-046-1	S85-046-1	Warrants	Misdemeanor - 3 years; felony - until served or cancelled	Magnetic Media	
S85-046-14	S85-046-14	WOMACK Statistics	2 years	Magnetic Media & Hard Copy	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PSCN	Public Safety (now Sheriff's Office) Contracting (formerly Research & Planning)				
S85-041-7	S85-041-7	Computer Program Documentation	PERMANENT	Archival	
S85-041-6	S85-041-6	FBI Reports	3 years	Hard copy & magnetic media	
S85-041-8	S85-041-8	Manual of KCDPS Rules and Regulations (policies & procedures)	Until superseded	1 Copy Archival	
S85-041-3	S85-041-3	Master Project Log	1 year after last entry		
S85-041-1	S85-041-1	Project Files	1 year after completion of project	Potentially Archival; hard copy & magnetic media	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-041-2	S85-041-2	Project Working Files	1 year	Hard copy & magnetic media	
S85-041-5	S85-041-5	Statistical Reports (Annual)	3 years; 1 copy PERMANENT	Archival; hard copy & magnetic media	
S85-041-4	S85-041-4	Statistical Reports (Quarterly and Ten-Year)	3 years	Hard copy & magnetic media	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PSCV	Public Safety (now Sheriff's Office) Civil Section				
S73-156C-3	S73-156C-3	Bonds of Indemnity for the Sheriff	7 years after expiration		
S85-040-5	S85-040-5	Civil Bonds	PERMANENT		
S85-040-1	S85-040-1	Civil Registries (Public Safety)	PERMANENT; SUPERSEDED - SEE NOTE	Superseded by S88-157	
S88-157-1	S88-157-1	Civil Registries (Public Safety)	PERMANENT		
S73-156C-5	S73-156C-5	Civil Registry	7 years; transfer to Records & Elections after audit		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-040-2	S85-040-2	Civil Warrants	3 years		
S73-156C-2	S73-156C-2	Correspondence Files	2 years		
S85-040-4	S85-040-4	Criminal Subpoenas	1 year		
S73-156C-4	S73-156C-4	Criminal Subpoenas and Summons	1 year		
S73-156C-1	S73-156C-1	Liens and Chattel Mortgages	7 years after legal action taken by Sheriff; transfer to Records & Elections; transfer to Records & Elections	May be superseded by State Gen Schedule July 2001	
S85-040-3	S85-040-3	Redemptions	5 years		



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-040-7	S85-040-7	Request for Service - Correspondence	1 year		
S85-040-6	S85-040-6	Restitutions	5 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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PSDE	Public Safety (now Sheriff's Office) Criminal Investigaton/ Drug Enforcement				
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S85-049-5	S85-049-5	DEU Case Log	3 years		
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S85-049-2	S85-049-2	DEU Name and Moniker Index	10 years		
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S85-049-1	S85-049-1	Narcotics Activity Report	4 years		
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S85-049-3	S85-049-3	Property Seizure File	3 years		
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S85-049-4	S85-049-4	Property Seizure Master List	3 years		
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S85-049-6	S85-049-6	Western States Information Network File	2 years		
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## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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PSDT	Public Safety (now Sheriff's Office) Criminal Investigation/ Detective Support Unit				
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S85-053-2	S85-053-2	Major Crimes Log	1 year after last entry		
S85-053-3	S85-053-3	Missing Persons Reports	SEE NOTE	Superseded by S91-038.4)	
S85-053-4	S85-053-4	Nyematic Log	1 year		
S85-053-1	S85-053-1	Unsolved Homicide Cases	PERMANENT		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PSEM	Public Safety (now Sheriff's Office) Emergency Services				
S85-055-14	S85-055-14	Boat Maintenance Records	10 years		
S85-055-16	S85-055-16	Canine Health Records	After retirement of dog		
S85-055-15	S85-055-15	Canine Training Records	After retirement of dog		
S85-055-3	S85-055-3	Disaster Declaration Files	10 years		
S85-055-8	S85-055-8	Emergency Callout	Until superseded	Magnetic Media	
S85-055-7	S85-055-7	Equipment Tracking	Until superseded	Magnetic Media	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-055-17	S85-055-17	Excess Property Files	After equipment disposed of		
S85-055-12	S85-055-12	Hazardous Materials Training Files	Until superseded		
S85-055-11	S85-055-11	Insurance Claims	6 years		
S85-055-13	S85-055-13	Marine Log	1 year after last entry		
S85-055-1	S85-055-1	Plans and Operations Emergency Procedures	Until superseded		
S85-055-2	S85-055-2	Resource Information Lists	Until superseded		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-055-5	S85-055-5	Search and Rescue Incident Report	6 years		
S85-055-9	S85-055-9	Search and Rescue Index Log	Until superseded	Magnetic Media	
S85-055-6	S85-055-6	Search and Rescue Maps	Until superseded		
S85-055-4	S85-055-4	Search and Rescue Mission Report	10 years		
S85-055-10	S85-055-10	Search and Rescue Training Files	Until superseded		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PSEV	Public Safety (now Sheriff's Office) Evidence & Supply Unit				
S85-044-1	S85-044-1	Active Evidence Records	6 years after disposition of the case		
S85-044-7	S85-044-7	Citation Issue Records	6 years after audit		
S85-044-4	S85-044-4	Disposal Records	6 years		
S85-044-3	S85-044-3	Quartermaster Records	After termination of employment and audit		
S85-044-2	S85-044-2	Settled Evidence Records	10 years		
S85-044-8	S85-044-8	Supply Records	6 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-044-6	S85-044-6	Vehicle Damage Records (Public Safety)	After vehicle retired and audit		
S85-044-5	S85-044-5	Vehicle Mileage Records (Public Safety)	2 years		
S85-044-9	S85-044-9	Weapons Maintenance Records	6 years after gun disposed of		



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PSGR	Public Safety (now Sheriff's Office) Criminal Investigation/ Green River Task Force				
S85-047-16	S85-047-16	Crime Scene Map	Until completion of investigation; files will then become part of solved or unsolved homicide case reports		
S85-047-9	S85-047-9	Evidence Files/Index	Until completion of investigation; files will then become part of solved or unsolved homicide case reports		
S85-047-8	S85-047-8	GRTF Related Citation Files	Until investigation complete	Potentially Archival	

## *King County Record Series by Office*

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S85-047-13	S85-047-13	Investigator Work Books	Until completion of investigation; files will then become part of solved or unsolved homicide case reports		
S85-047-14	S85-047-14	Media Files - Clippings	2 years	Archival	
S85-047-15	S85-047-15	Media Files - News Releases	PERMANENT	Archival	
S85-047-3	S85-047-3	Missing Person Investigation Files	Until completion of investigation; files will then become part of solved or unsolved homicide case reports	Potentially Archival	
S85-047-10	S85-047-10	Missing Persons Files	5 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-047-11	S85-047-11	Missing Persons Master Index	Until completion of investigation; files will then become part of solved or unsolved homicide case reports		
S85-047-12	S85-047-12	Prostitution Master Index Files	Until completion of investigation; files will then become part of solved or unsolved homicide case reports		
S85-047-6	S85-047-6	Related Homicide Files	PERMANENT	Potentially Archival	
S85-047-7	S85-047-7	Related Missing Person Files	5 years	Potentially Archival	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-047-1	S85-047-1	Suspect Investigation Files	Until completion of investigation; files will then become part of solved or unsolved homicide case reports	Potentially Archival	
S85-047-4	S85-047-4	Tip Sheets - Completed or Active	Until completion of investigation; files will then become part of solved or unsolved homicide case reports	Potentially Archival	
S85-047-5	S85-047-5	Tip Sheets - Incomplete and Low Priority (miscellaneous)	Until completion of investigation; files will then become part of solved or unsolved homicide case reports	Potentially Archival	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-047-2	S85-047-2	Victim Investigation Files	Until completion of investigation; files will then become part of solved or unsolved homicide case reports	Potentially Archival	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
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PSID	Public Safety (now Sheriff's Office) Identification Unit
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S85-045-10	S85-045-10	Booking Sheet File	Homicide & Rape - PERMANENT; Other Charges - 30 years; Minor Misdemeanor - 10 years
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S85-045-8	S85-045-8	Control Number Log	PERMANENT
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S85-034-1	S85-034-1	Crime Scene Photos	Homicide & Violent Crimes Involving Weapons - PERMANENT; Other Crimes - 5 years
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## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-045-12	S85-045-12	Criminal Histories	Homicide & Rape - PERMANENT; Other Charges - 30 years; Minor Misdemeanor - 10 years		
S85-045-11	S85-045-11	Criminal Histories - Inactive	Homicide & Rape - PERMANENT; Other Charges - 30 years; Minor Misdemeanor - 10 years		
S83-045-4A	S83-045-4A	Criminal History - subjects investigated/arrested and/or charged with Homicide Murder 1 or 2 or Rape - List A	100 years from date of birth	Microfilm; or keep file for 10 years after subject	CLOSED

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-045-4C	S83-045-4C	Criminal History - subjects investigated/arrested and/or charged with misdemeanors - List C	10 years		
S83-045-4B	S83-045-4B	Criminal History - subjects investigated/arrested and/or charged with other felonies and/or select misdemeanors - List B	30 years		CLOSED
S85-045-15	S85-045-15	Fingerprint Cards - Concealed Weapon Permit	2 years		
S85-045-16	S85-045-16	Fingerprint Cards - Concealed Weapon Permit Denial	10 years		



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-045-2	S85-045-2	Fingerprint Cards - Department of Licensing	10 years		
S85-045-4	S85-045-4	Fingerprint Cards - Juvenile	Until requested by Juvenile Court		
S85-045-9	S85-045-9	Fingerprint Cards - KCDPS Employees	6 years after termination		
S85-045-3	S85-045-3	Fingerprint Cards - Other Jurisdictions	1 year		
S85-045-14	S85-045-14	Fingerprint Hit Files	Homicide & Rape - PERMANENT; Other Charges - 30 years; Minor Misdemeanor - 10 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-045-1	S85-045-1	Fingerprint Master Files (Tenprint Criminal Fingerprints)	Homicide & Rape - PERMANENT; Other Charges - 30 years; Minor Misdemeanor - 10 years		
S85-034-2	S85-034-2	Juvenile Mugs	5 years		
S85-045-7	S85-045-7	Lab Number Log	PERMANENT		
S85-045-5	S85-045-5	Latent Fingerprint Files	Homicide & Rape - PERMANENT; Other Charges - 30 years; Minor Misdemeanor - 10 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S83-045-3	S83-045-3	Latent Prints Accompanying Documents & Reports - All Other Cases	5 years	No print match cases; print match cases regardless	
S83-045-2	S83-045-2	Latent Prints Accompanying Documents & Reports - Arson	10 years	No print match cases; print match cases regardless	
S83-045-1	S83-045-1	Latent Prints Accompanying Documents & Reports - Homicide and Death; involved Arson Cases	100 years	No print match cases; print match cases regardless	
S85-045-6	S85-045-6	Orders to Expunge	Homicide & Rape - PERMANENT; Other Charges - 30 years; Minor Misdemeanor - 10 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-034-3	S85-034-3	Photo Processing Requests	3 years		
S85-045-13	S85-045-13	Soundex System	Homicide & Rape - PERMANENT; Other Charges - 30 years; Minor Misdemeanor - 10 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PSII	Public Safety (now Sheriff's Office) Internal Investigations				
S89-003-1	S89-003-1	Background Questionnaires (not hired)	1 year		CLOSED
S87-061-9	S87-061-9	Complainant Index	4 years		
S87-061-6	S87-061-6	Firearms Review Board Cases	10 years		
S87-061-5	S87-061-5	Major & Miscellaneous Investigation Log	1 year		
S87-061-3	S87-061-3	Major Investigations (complaints against officers)	4 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S87-061-4	S87-061-4	Miscellaneous Investigations	4 years		
S87-061-1	S87-061-1	Personnel Background Investigation Files (Active)	After termination of employee becomes inactive (6 years)		
S87-061-2	S87-061-2	Personnel Background Investigation Files (Inactive)	5 years		
S87-061-8	S87-061-8	Personnel Photograph Files	PERMANENT	Archival	
S87-061-7	S87-061-7	Use of Force	10 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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PSIN	Public Safety (now Sheriff's Office) Criminal Investigation/ Criminal Intelligence				
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S85-050-1

S85-050-1

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
<hr/>					
PSIS	Public Safety (now Sheriff's Office) Inspectional Services Division				
S78-046-1B	S78-046-1B	Complaint File - Not Sustained and Sustained	3 years after termination of employment		Results of investigations are published in the departmental Monthly Reports which is classified Unlimited Disclosure
S78-046-1A	S78-046-1A	Complaint File - Unfounded & Exonerated	3 years		



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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PSJL	Public Safety (now Sheriff's Office) Jail Division
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S73-156E-4	S73-156E-4	Book of Arrest Ledgers	7 years		
S73-156E-1	S73-156E-1	Jail Packet	7 years; after 3 years transfer to Records & Elections		
S73-156E-3	S73-156E-3	Money Ledgers (F-543)	7 years; after audit transfer to Records & Elections		
S73-156E-2	S73-156E-2	Transaction Journals (F-552)	7 years; after audit transfer to Records & Elections		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PSLG	Public Safety (now Sheriff's Office) Legal Unit				
S85-039-2	S85-039-2	Claims Against the County	1 year after close of claim		
S85-039-4	S85-039-4	Complaints (against officers and personnel)	3 years after resolution of complaints		
S85-039-1	S85-039-1	Contracts	6 years after expiration of document		
S85-039-9	S85-039-9	External Legislation Files (city state federal)	2 years after superseded		
S85-039-11	S85-039-11	Legislation - County Drafting	2 years after superseded	Selected Files Archival	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-039-10	S85-039-10	Legislation - Local Cities	2 years after superseded		
S85-039-8	S85-039-8	Liaison Files	2 years after issue resolved		
S85-039-13	S85-039-13	Order of Forfeiture	3 years		
S85-039-6	S85-039-6	Personnel Complaints	6 years after resolution of complaint		
S85-039-5	S85-039-5	Personnel Information (insurance civil service LEOFF unions etc.)	Until superseded		
S85-039-3	S85-039-3	Suits Against the County	1 year after close of claim		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-039-14	S85-039-14	Suits by the County/Narcotics	6 years after disposition		
S85-039-7	S85-039-7	Training Information	2 years after materials superseded		
S85-039-12	S85-039-12	Use of Force Summary Report	Until after investigation of incident		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
PSPA	Public Safety (now Sheriff's Office) Payroll				
S85-035-25	S85-035-25	Accounts Payable Weekly Activity Report	6 years	May be superseded by State Gen Schedule July 2001	
S85-035-11	S85-035-11	Accounts Receivable - Other Cities	6 years after contract expires	May be superseded by State Gen Schedule July 2001	
S85-035-12	S85-035-12	Accounts Receivable - Records Services	3 years after audit	May be superseded by State Gen Schedule July 2001	
S85-035-7	S85-035-7	Active LEOFF 1 Medical Accounts	After retirement or death transfer to retired files		
S85-035-3	S85-035-3	Aged Trial Balance/Billing Detail Report Towing	6 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-036-10	S85-036-10	Attendance - Exceptions	2 years	May be superseded by State Gen Schedule July 2001	
S85-036-9	S85-036-9	Attendance - Working Papers	5 years	May be superseded by State Gen Schedule July 2001	
S85-035-18	S85-035-18	Bank Statements	6 years	May be superseded by State Gen Schedule July 2001	
S85-035-1	S85-035-1	Budget Working Files	3 years	May be superseded by State Gen Schedule July 2001	
S85-035-19	S85-035-19	Cash Receipts	2 years after audit	May be superseded by State Gen Schedule July 2001	
S85-035-16	S85-035-16	Cash Transmittals and Receipts	3 years	May be superseded by State Gen Schedule July 2001	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-036-17	S85-036-17	Check Register	6 years	May be superseded by State Gen Schedule July 2001	
S85-035-17	S85-035-17	Check Registers	6 years	May be superseded by State Gen Schedule July 2001	
S85-035-9	S85-035-9	Clothing Vouchers	2 years		
S85-036-4	S85-036-4	Current Employee Turnabout Document	After termination transfer to terminated employee (6 years); SEE NOTE	May be superseded by State Gen Schedule July 2001	
S85-035-20	S85-035-20	Daily Journal - Cash Receipts Printout	6 years after State Audit	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-036-15	S85-036-15	Deductions & Other Earnings	3 years	May be superseded by State Gen Schedule July 2001	
S85-036-7	S85-036-7	Deferred Compensation Pamphlets	Until superseded; SEE NOTE	May be superseded by State Gen Schedule July 2001	
S85-036-21	S85-036-21	Disability Files Complete	1 year after State Audit	May be superseded by State Gen Schedule July 2001	
S85-036-20	S85-036-20	Disability Files Pending	Transferred to complete Disability Files	May be superseded by State Gen Schedule July 2001	
S85-036-18	S85-036-18	Employees by Class	1 year	May be superseded by State Gen Schedule July 2001	



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-035-2	S85-035-2	Evidence Equipment Release (monetary)	3 years		
S85-035-24	S85-035-24	Extraditions	3 years		
S85-036-16	S85-036-16	Hours Register	3years	May be superseded by State Gen Schedule July 2001	
S85-035-10	S85-035-10	Law Enforcement Contracts - Other Cities	6 years after contract expires	May be superseded by State Gen Schedule July 2001	
S85-036-25	S85-036-25	LEOFF II Sick Leave	2 years	May be superseded by State Gen Schedule July 2001	
S85-035-14	S85-035-14	Operating Expenditure Status Reports (13th Month)	2 years	May be superseded by State Gen Schedule July 2001	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-035-13	S85-035-13	Operating Expenditure Status Reports (Monthly)	1 year	May be superseded by State Gen Schedule July 2001	
S85-036-11	S85-036-11	Overtime Source Documents	3 years	May be superseded by State Gen Schedule July 2001	
S85-036-6	S85-036-6	Payroll Change Log	2 years - SEE NOTE	May be superseded by State Gen Schedule July 2001	
S85-036-22	S85-036-22	PERS and LEOFF Retirement Membership	2 years after termination	May be superseded by State Gen Schedule July 2001	
S85-035-22	S85-035-22	Purchase Orders (copies)	2 years	May be superseded by State Gen Schedule July 2001	
S85-036-14	S85-036-14	Regular and Overtime Register	3 years	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-035-8	S85-035-8	Retired LEOFF 1 Medical Accounts and Insurance Premiums	6 years after death		
S85-036-23	S85-036-23	Retirement Membership Printout (PERS LEOFF I II)	Until superseded	May be superseded by State Gen Schedule July 2001	
S85-036-12	S85-036-12	Retroactive Overtime	2 years	May be superseded by State Gen Schedule July 2001	
S85-035-21	S85-035-21	Sheriffs Trust Fund - Monthly Receipts Printout	3 years		
S85-035-15	S85-035-15	Sheriffs Trust Fund Ledger	PERMANENT		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-036-24	S85-036-24	SLLB Account File (Special LEOFF I Leave Bank in Lieu of Vacation)	3 years	May be superseded by State Gen Schedule July 2001	
S85-036-2	S85-036-2	Staff & Salary Detail	2 years	May be superseded by State Gen Schedule July 2001	
S85-036-1	S85-036-1	Staff & Salary Summary	2 years	May be superseded by State Gen Schedule July 2001	
S85-036-5	S85-036-5	Terminated Employee Files	5 years - SEE NOTE	May be superseded by State Gen Schedule July 2001	
S85-035-4	S85-035-4	Towing Payment Vouchers	1 year + audit	May be superseded by State Gen Schedule July 2001	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-035-5	S85-035-5	Towing Payment Vouchers - CLOSED	6 years	May be superseded by State Gen Schedule July 2001	
S85-035-6	S85-035-6	Towing Payment Vouchers - Unpaid	6 years after case CLOSED	May be superseded by State Gen Schedule July 2001	
S85-036-13	S85-036-13	Transmittals - Regular	3 years	May be superseded by State Gen Schedule July 2001	
S85-036-3	S85-036-3	Transmittals - Working Papers	3 years	May be superseded by State Gen Schedule July 2001	
S85-035-23	S85-035-23	Travel Vouchers (copies)	3 years	May be superseded by State Gen Schedule July 2001	
S85-036-8	S85-036-8	Union Dues Files	Until superseded; SEE NOTE	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-036-19	S85-036-19	Workmans Compensation Authorization	1 year	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
<hr/>					
PSPE	Public Safety (now Sheriff's Office) Personnel				
S73-156B-1	S73-156B-1	Active Employee Records	Maintain complete file until employee terminated; transfer to inactive files - 6 years	May be superseded by State Gen Schedule July 2001	
S85-037-10	S85-037-10	Active Personnel Attendance Records	After termination transferred to terminated employee file	May be superseded by State Gen Schedule July 2001	
S85-037-8	S85-037-8	Active Personnel Records	After termination transferred to terminated employee file	May be superseded by State Gen Schedule July 2001	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-037-12	S85-037-12	Address Files (current employees and volunteers)	After termination transferred to terminated employee file	May be superseded by State Gen Schedule July 2001	
S85-037-25	S85-037-25	Affirmative Action Case Files	10 years after case CLOSED	May be superseded by State Gen Schedule July 2001	
S85-037-24	S85-037-24	Affirmative Action Plan	2 years	May be superseded by State Gen Schedule July 2001	
S85-037-23	S85-037-23	Affirmative Action Quarterly Rpt	2 years	May be superseded by State Gen Schedule July 2001	
S73-156B-3	S73-156B-3	Attendance Records	Destroy 1 year beyond termination	May be superseded by State Gen Schedule July 2001	



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-037-17	S85-037-17	Civil Service - Job Specifications	Until superseded	May be superseded by State Gen Schedule July 2001	
S85-037-20	S85-037-20	Civil Service Commission Files	1 year	May be superseded by State Gen Schedule July 2001	
S85-037-19	S85-037-19	Civil Service Personnel Certifications	20 years	May be superseded by State Gen Schedule July 2001	
S85-037-18	S85-037-18	Civil Services - Eligibility Lists	20 years	May be superseded by State Gen Schedule July 2001	
S85-037-30	S85-037-30	Educational Incentives	2 years after termination of educational incentive	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-037-26	S85-037-26	Equal Opportunity (EEO) Reports (Monthly)	10 years	Potentially Archival	
S85-037-15	S85-037-15	Field Training Officer Files	6 years	May be superseded by State Gen Schedule July 2001	
S73-156B-2	S73-156B-2	Inactive Employee Records	After one year create index card including name address SS# final classification and salary and dept; transfer balance of file to Records Center; hold 7 years (State schedule says 6 years); transfer to Records & Elections after 1 year	May be superseded by State Gen Schedule July 2001	
S85-037-7	S85-037-7	Insurance Information (King County & Special Law Enforcement)	Until superseded	May be superseded by State Gen Schedule July 2001	

## ***King County Record Series by Office***

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S85-037-29	S85-037-29	Metro Pass File	Until superseded	May be superseded by State Gen Schedule July 2001	
S85-037-5	S85-037-5	Non-Union Salary Files	Until superseded	May be superseded by State Gen Schedule July 2001	
S85-037-9	S85-037-9	Performance Evaluation Files	After termination transferred to terminated employee file	May be superseded by State Gen Schedule July 2001	
S85-037-11	S85-037-11	Personnel Information Cards (personal information)	After termination transferred to terminated employee file	May be superseded by State Gen Schedule July 2001	
S85-037-32	S85-037-32	Personnel Orders (Actions)	20 years	May be superseded by State Gen Schedule July 2001	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-037-16	S85-037-16	Retirement Plan Files	Until superseded	May be superseded by State Gen Schedule July 2001	
S85-037-13	S85-037-13	Semi-Monthly Attendance Reports	6 years	May be superseded by State Gen Schedule July 2001	
S85-037-31	S85-037-31	Service Awards	Until superseded	May be superseded by State Gen Schedule July 2001	
S85-037-28	S85-037-28	Special Commissions (Cancelled)	6 years	May be superseded by State Gen Schedule July 2001	
S85-037-27	S85-037-27	Special Commissions (Current)	After termination transferred to cancelled commission file	May be superseded by State Gen Schedule July 2001	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-037-1	S85-037-1	Terminated Employee Index Cards	PERMANENT	May be superseded by State Gen Schedule July 2001	
S85-037-3	S85-037-3	Terminated Employee Records	6 years after termination	May be superseded by State Gen Schedule July 2001	
S85-037-4	S85-037-4	Terminated Reserve Officer Files	6 years after termination	May be superseded by State Gen Schedule July 2001	
S85-037-2	S85-037-2	Terminated Reserve Officer Index Cards	PERMANENT	May be superseded by State Gen Schedule July 2001	
S85-037-6	S85-037-6	Transitional Officers Working Packet	After termination transferred to Personnel File	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-037-22	S85-037-22	Union Agreements	PERMANENT	May be superseded by State Gen Schedule July 2001	
S85-037-21	S85-037-21	Union Correspondence	2 years	May be superseded by State Gen Schedule July 2001	
S85-037-14	S85-037-14	Volunteer Files (evaluations and personnel orders on current volunteers)	2 years after termination	May be superseded by State Gen Schedule July 2001	

## *King County Record Series by Office*

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PSPR	Public Safety (now Sheriff's Office) Precincts				
S85-043-23	S85-043-23	Block Watch Files	Until superseded		
S85-043-2	S85-043-2	Case Assignment Log	1 year after last entry		
S85-043-1	S85-043-1	Case Report (criminal; reference copy)	1 year		
S85-043-13	S85-043-13	Complaints (against officers and personnel)	1 year		
S85-043-16	S85-043-16	Crime Analysis Directed Patrol Report	After patrol		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-043-15	S85-043-15	Crime Analysis Information	Until superseded		
S85-043-18	S85-043-18	Crime Analysis Information Bulletins and Special Crime Reports	2 years		
S85-043-14	S85-043-14	Crime Analysis Reports	2 years		
S85-043-21	S85-043-21	Crime Prevention Information Files	Until superseded		
S85-043-22	S85-043-22	Crime Prevention Log Books	1 year		
S85-043-20	S85-043-20	Crime Prevention Program Files	Until superseded		



## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-043-3	S85-043-3	Criminal Investigation Log (daily activity log)	1 year after last entry		
S92-009-1	S92-009-1	Daily Gun Permit Issues Register	2 years		
S85-043-17	S85-043-17	Directed Patrol Mission Final Report	1 year		
S85-043-7	S85-043-7	Duty Roster	1 year after last entry		
S85-043-25	S85-043-25	DWI Package (reference copy)	1 year		
S85-043-5	S85-043-5	Evidence Log	6 years after last entry		

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<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-043-9	S85-043-9	Field Interview Reports	3 years		
S85-043-32	S85-043-32	General Information Bulletins	Until superseded		
S85-043-29	S85-043-29	Issued Citation Summary Report	After citations used		
S85-043-6	S85-043-6	Master Evidence Forms	1 year after disposition of evidence		
S85-043-11	S85-043-11	Master Index File Cards	2 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-043-33	S85-043-33	Officers Notebooks (notes taken at crime scene during an investigation); transcribed and added to official case report.	After disposition of case unless appealed then keep until appeals completed.		
S85-043-19	S85-043-19	One Line Logs	2 years		
S86-201-1	S86-201-1	Parolee Mug Shots	While current		
S85-043-10	S85-043-10	Pawn Slips	6 months		
S85-043-12	S85-043-12	Photo Files (Adult & Juvenile)	While current		
S85-043-8	S85-043-8	Proactive Activity Log	1 year after last entry		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-043-4	S85-043-4	Subpoena Log (received by officers)	6 months after court date		
S85-043-24	S85-043-24	Traffic Accident Report (ref copy)	3 months		
S85-043-28	S85-043-28	Traffic Activity Log	1 year after last entry		
S85-043-30	S85-043-30	Traffic Citations (reference copy)	After disposition		
S85-043-27	S85-043-27	Traffic Complaint Assignment Log	1 year		
S85-043-26	S85-043-26	Traffic Complaints (by private citizens)	After response to complaint is made + 1 year		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-043-31	S85-043-31	Training Bulletins	Until superseded		
S89-004-1	S89-004-1	Trespass Admonishment Cards (warnings for trespassing on privately owned property; not single family residences)	1 year		CLOSED

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
<hr/>					
PSRU	Public Safety (now Sheriff's Office) Records Unit				
S72-169-6	S72-169-6	Alpha Correspondence	90 days; State schedule says 2 years		
S72-168-1	S72-168-1	Applicant Fingerprint Card to Carry a Concealed Weapon	2 years		
S72-168-3	S72-168-3	Applicant Fingerprint for Hire License Fingerprint Cards for Cab Drivers etc.	10 years		
S86-200-6	S86-200-6	Application for Registration as Fire Arms Dealer	6 years		
S72-168-6	S72-168-6	Application for Registration as Firearms Dealer	6 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S86-200-7	S86-200-7	Application to Carry Weapons and License to Carry	6 years		
S72-168-4	S72-168-4	Application to Transfer Firearms and Firearms Transactions (incorporated cities)	6 years		
S72-168-5	S72-168-5	Application to Transfer Firearms and Firearms Transactions (unincorporated cities)	6 years		
S86-200-5	S86-200-5	Application to Transfer Firearms and Firearms Transfer (incorporated and unincorporated cities)	6 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S72-168-2	S72-168-2	Applications to Carry Weapons and License to Carry	6 years		
S78-047-2	S78-047-2	Case Report Index	5 years		
S78-047-1	S78-047-1	Case Reports - All	5 years except homicides and other selected cases (guns and arson)		
S72-169-8	S72-169-8	Circular File (mugs wanted bulletins and notices)	90 days		
S86-200-9	S86-200-9	Citation Files	SUPERSEDED - SEE NOTE	Superseded by S89-02	



## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S89-002-1	S89-002-1	Citation Files (traffic & non-traffic)	6 years or until audit whichever is longer		Review Required
S89-002-2	S89-002-2	Citation Receipts	2 years		Open
S86-200-2	S86-200-2	CLOSED Homicide Cases	SUPERSEDED - SEE NOTE	Superseded by S91-038.2	
S91-038-3	S91-038-3	CLOSED Homicide Cases	PERMANENT	PERMANENT; for the first five years these are cons	Review Required
S72-169-7	S72-169-7	Concealed Weapons Permit Denials	10 years		
S78-047-3	S78-047-3	Crime Index	5 years		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S86-200-13	S86-200-13	Crime Index	5 years		
S86-200-1	S86-200-1	Criminal Case Report Files	SUPERSEDED - SEE NOTE	Superseded by S91-038.1	
S86-200-12	S86-200-12	Criminal Case Report Index	5 years	Hard Copy & Microfilm	
S86-200-10	S86-200-10	Criminal Case Report Printouts	6 months	Magnetic Media	
S72-169-1	S72-169-1	Criminal History Series	60 years or keep file for 10 years after subjects death		
S91-038-6	S91-038-6	Fire Investigation - Arson	10 years	See S89-209.1	Review Required

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S72-169-11	S72-169-11	Furloughs	1 year		
S72-168-10	S72-168-10	General Information Bulletin			
S91-038-5	S91-038-5	Gun-Related Crimes	5 years or until weapon recovered		Review Required
S72-169-2	S72-169-2	Identification Mode of Operations (IDMO)	2 years		
S72-170-1	S72-170-1	Impounds	Destroy upon release		
S78-047-5	S78-047-5	Incident Card Listings	1 year		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S78-047-4	S78-047-4	Incident Cards	1 year		
S86-200-11	S86-200-11	Incident Cards	1 year; OBSOLETE - SEE NOTES	Transitory Record Now	
S86-200-14	S86-200-14	Incident Tracking System	2 years	Magnetic Media	
S72-169-9	S72-169-9	Juvenile Files	10 years after subject file CLOSED		
S91-038-2	S91-038-2	MARR Cases (Major Accident Reconstruction)	20 years		Review Required
S72-169-4	S72-169-4	Master Fingerprint File	60 years or keep file for 10 years after subjects death		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S91-038-4	S91-038-4	Missing Person Reports	5 years minimum 20 year maximum or until person located	Supersedes S85-53.3	Review Required
S86-200-4	S86-200-4	Montage Files	5 years; SEE NOTES	Obsolete; converted to electronic database of phot	
S91-038-7	S91-038-7	Motor Vehicle Cards	1 year		Review Required
S86-200-3	S86-200-3	Mug Files	Depends on charge and date of discharge; see Criminal History Record Information Supplement		
S72-169-3	S72-169-3	Mug Shots	10 years after most recent photo	May be on other retention schedules	

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S72-169-10	S72-169-10	Orders to Expunge	3 years		
S72-168-8	S72-168-8	Outside Agency Personnel Approved for Record Checks	3 years		
S86-200-8	S86-200-8	Outside Agency Personnel Approved for Record Checks	6 years		
S72-169-5	S72-169-5	Parolee Mug Shots	3 years		
S91-038-1	S91-038-1	Police Case Report Files	6 years	Supersedes S86-200.1	Review Required
S72-168-7	S72-168-7	Right of Subrogation - Correspondence	None; Immediate Destruction		

## *King County Record Series by Office*

<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S72-168-11	S72-168-11	Statistical Reports		Archival	
S72-168-9	S72-168-9	Teletype File (statewide police communication)	1 year		
S78-047-6	S78-047-6	Uniform Citations and Dispositions	After audit		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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PSTO	Public Safety (now Sheriff's Office) Tactical Operations				
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S85-033-3	S85-033-3	Accident Review Board Case Files	6 years		
S85-033-6	S85-033-6	Firearms and Ammunition Board	Until superseded		
S85-033-4	S85-033-4	Officer Driving Records	6 years		
S85-033-5	S85-033-5	Operations Orders (dignatary protection)	2 years		
S85-033-1	S85-033-1	Parade Permit Files	2 years		



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<i>Disposition Authority Number</i>	<i>KC Record Series Number</i>	<i>Record Series Title and Description</i>	<i>Retention Period of Primary Copy</i>	<i>Remarks</i>	<i>Notes</i>
S85-033-2	S85-033-2	Security Assignment File	2 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
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PSTR	Public Safety (now Sheriff's Office) Training				
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S85-038-4	S85-038-4	Breathalyzer Attendance	3 years		
S85-038-3	S85-038-3	Lesson Plans	Until superseded		
S85-038-2	S85-038-2	Personnel Orders (Actions)	1 year		
S85-038-1	S85-038-1	Personnel Training Files	After employee transfers		
S85-038-5	S85-038-5	Video Training Tests	6 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PSVC	Public Safety (now Sheriff's Office) Criminal Investigation/ Vice Control				
S85-052-2	S85-052-2	Business Organization Files	3 years after business CLOSED		
S87-062-6	S87-062-6	Criminal Investigation - Buy Fund (funding for purchase of narcotics and payment of informants)	Log book Summary Reports Vouchers/Signed Receipts - 2 years after audit	Only #6 on page	CLOSED
S85-052-4	S85-052-4	Liquor License	18 months		
S85-052-3	S85-052-3	Masseuse and Sauna License Applications (massage parlors and public baths)	2 years		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-052-5	S85-052-5	Vice Case and Incident Reports	1 year		
S85-052-1	S85-052-1	Vice Suspect Index	Until superseded		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
PSWA	Public Safety (now Sheriff's Office) Criminal Investigation/ Warrants				
S73-156D-5	S73-156D-5	Correspondence Files	1 year; current State schedule says 2 years		
S85-051-3	S85-051-3	Defendant Photos	7 years		
S85-051-5	S85-051-5	Fugitive Case Files	7 years		
S73-156D-2	S73-156D-2	Fugitive Files	3 years after case is CLOSED or the statute of limitations has expired		
S85-051-2	S85-051-2	Non-Computerized Warrants	3 years then returned to Court		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S85-051-6	S85-051-6	Orders of Dismissal (Quash Orders)	6 year		
S85-051-1	S85-051-1	Out of County Warrants	3 years then returned to Court		
S85-048-1	S85-048-1	Polygraph Case Files	Homocide - PERMANENT; other charges - 3 years		
S85-048-4	S85-048-4	Polygraph Case Number Log	1 year after last entry		
S85-048-2	S85-048-2	Polygraph Monthly Reports	1 year		

## ***King County Record Series by Office***

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S85-048-3	S85-048-3	Polygraph Subject Index	Homocide - PERMANENT; other charges - 3 years		
S85-051-4	S85-051-4	Prisoner Transport Log	2 years		
S73-156D-3	S73-156D-3	Warrant of Arrest (Active)	1 year if no arrest then return to issuing court		
S73-156D-4	S73-156D-4	Warrant of Arrest (Non- computerized)	Hold until statute of limitations expires then return to issuing court		
S85-051-8	S85-051-8	Warrants Daily Activity Log	1 year after entry		

## ***King County Record Series by Office***

<i><b>Disposition Authority Number</b></i>	<i><b>KC Record Series Number</b></i>	<i><b>Record Series Title and Description</b></i>	<i><b>Retention Period of Primary Copy</b></i>	<i><b>Remarks</b></i>	<i><b>Notes</b></i>
S73-156D-1	S73-156D-1	Warrants of Commitment	After commitment return to court system; retain those warrants not fulfilled		
S85-051-7	S85-051-7	Warrants Statistical Reports	3 years		



## ***King County Record Series by Office***

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SCSS	Superior Court Social Services/All Programs				
S96-056-1	S96-056-1	Social Services - Client Case Files (Official Juvenile Court File)	25 years after birthdate (e.g. age of 18 + 7)	Exceeds required retention in RCW 13.50; programs	CLOSED
S96-056-2	S96-056-2	Social Services - Volunteer Case Files (Social File)	25 years after birthdate (e.g. age of 18 + 7)	Exceeds required retention in RCW 13.50; programs	CLOSED

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SUPR	Superseded Record Series				
S89-170-5	S89-170-5	Consultant Correspondence & Proposals	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives
S89-170-12	S89-170-12	Exhibits	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	
S89-170-11	S89-170-11	Litigation Files	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	
S89-170-9	S89-170-9	Project Contracts & Documents	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives
S89-170-8	S89-170-8	Project DCLU Files & Permits	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives

## *King County Record Series by Office*

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S89-170-7	S89-170-7	Project DOE Files & Permits	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives
S89-170-10	S89-170-10	Reference Materials	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	
S89-170-6	S89-170-6	Technical Reports	SUPERSEDED - SEE NOTE	Superseded by State Gen Schedule	Potential Archives; may have been transferred to Regional Archives

## ***King County Record Series by Office***

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SUPR, DDBL	Superseded Record Series, King County (DDES now DNR?) Building & Land Development				
GS50-03A-21	S80-204-44	Cash Register Tally Receipts	SUPERSEDED by State Gen Schedule GS50-03A-21		Formerly DDBL
GS50-01-12	S80-204-45	Correspondence	SUPERSEDED by State Gen Schedule GS50-01-12		Formerly DDBL
GS50-01-12	S80-204-46	Correspondence	SUPERSEDED by State Gen Schedule GS50-01-12		Formerly DDBL

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GS50-03D-03	S80-204-38	Division Budget  BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	SUPERSEDED by the State Gen Schedule GS50-03D-03		Formerly DDBL
GS53-04-15	S80-204-13	Fire Marshall - All Fires	Superseded by GS53- 04-15 11/2003		Formerly DDBL
GS53-04-15	S80-204-22	Fire Marshall - Arson investigation reports and files	Superseded by GS53- 04-15 11/2003	POTENTIALLY ARCHIVAL	Formerly DDBL
GS50-01-12	S80-204-19	Fire Marshall - Correspondence	SUPERSEDED by State Gen Schedule GS50-01-12	POTENTIALLY ARCHIVAL	Formerly DDBL

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GS53-04-15	S80-204-16	Fire Marshall - Fire Investigation Reports & Files	Superseded by GS53-04-15 11/2003		Formerly DDBL
GS53-04-15	S80-204-21	Fire Marshall - Photographs relating to arson cause	Superseded by GS53-04-15 11/2003	POTENTIALLY ARCHIVAL	Formerly DDBL
GS53-04-15	S80-204-20	Fire Marshall - Photographs relating to other than arson cause	Superseded by GS53-04-15 11/2003		Formerly DDBL
GS50-03E-22	S80-204-41	Payroll Journal DOE & HRS Register  PAYROLL REGISTER  May be used for verification of eligibility for retirement benefits.	SUPERSEDED by State Gen Schedule GS50-03E-22		Formerly DDBL

## *King County Record Series by Office*

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GS50-03E-04	S80-204-40	Payroll Timecard Entry  TIME CARDS/TIME SHEETS (Title Change) Daily, weekly, or monthly time accumulation reports. May be used as retirement verification.	SUPERSEDED by the State Gen Schedule GS50-03E-04		Formerly DDBL
GS50-04B-06	S80-204-43	Personnel Files  General Schedule Title PERSONNEL FILES - OFFICE REFERENCE COPIES	SUPERSEDED by State Gen Schedule GS50-04B-06. Personnel office keeps primary copy until termination of employment plus 6 years		Formerly DDBL

## *King County Record Series by Office*

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GS50-06F-04	S80-204-51	Publications, Info Sheets & Bulletins  Informational Documents  General Schedule Title MASTER FILE OF AGENCY PUBLICATIONS - OFFICE REFERENCE COPIES	Supersceded by Washington State General Schedule GS50-06F-04. Destroy when obsolete or superseded - Potential archival value - See remarks		Formerly DDBL Contact the King County Archivist before disposing of the primary copy of this record. Records from this series may be selected for transfer to and preservation at the King County Archives.
GS50-03D-03	S80-204-39	Revisions to Division Budget  formal process for revising annual budget but not to exceed annual appropriation  State General Schedule Title BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	SUPERSEDED by the State Gen Schedule GS50-03D-03. Destroy when obsolete or superseded		Formerly DDBL



## ***King County Record Series by Office***

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GS50-03A-30	S80-204-42	Vouchers & Requisitions  General Schedule Title VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations.	SUPERSEDED by State Gen Schedule GS50-03A-30. 6 years		Formerly DDBL

## ***King County Record Series by Office***

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SUPR, DDPS	Superseded Record Series, DDES (formerly BALD) Protective Services				
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GS53-04-15	S87-101-15	Arson Case Log	SUPERSEDED by GS53-04-15		
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GS53-04-15	S87-101-14	Fire Investigation - Arson	SUPERSEDED by GS53-04-15		
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